



*For our children, our community, our world, our future*

Cheney Public Schools  
 12414 S Andrus Road  
 Cheney, WA 99004  
 (509) 559-4599

<b>CLASSIFICATION:</b>	Secretarial/Clerical	<b>LOCATION:</b>	District Departments
<b>REPORTING RELATIONSHIPS:</b>	Position is supervised and evaluated by the department director(s)	<b>COMPENSATION:</b>	Placement on the PSEC Salary Schedule
<b>REPRESENTATION:</b>	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

**POSITION:** Secretary IV, Department Head Secretary – Technology Services

**GENERAL DESCRIPTION**

The department head secretary coordinates work of office staff. Serves as administrative assistant to the department director(s) and is responsible for the smooth and efficient operation of the department. Acts as a liaison between director(s) and staff, students, parents/guardians, and the community, providing clear communications as directed by administration. Works collaboratively with all buildings and departments throughout the district.

**DUTIES AND RESPONSIBILITIES**

A secretary hired for this assignment may perform all or some of the responsibilities defined below.

- Be thoroughly familiar with the operation of the department
- Manage daily department operations
- Greet visitors, staff, and students both in person and via phone, in a friendly and professional manner
- Respond to questions and requests from staff, students, parents and supervisors in a positive and professional manner both in person and via phone providing a high level of customer service
- Monitor department budget expenditures and reconcile accounts with district transaction reports
- Maintain and update staff, substitutes, and student accounts in numerous databases
- Provide software and online access support and assistance for users district-wide
- Update and maintain all district website users and provide assistance with the district web page
- Update and maintain district website as needed
- Update and maintain district asset database
- Research, purchase and distribute technology-related items for the district, with an understanding of technological terms and equipment
- Process IT and print shop work orders. Track work order costs and billing charges through the business office.
- Prepare state, school board, and other reports as required, coordinating with appropriate agencies
- Maintain complete and accurate files for regulatory records
- Schedule, prioritize, and complete print shop work orders
- Facilitate print shop orders and operate printing equipment, including offset presses, plate maker, stitcher, folder, paper cutter, paper drill, padding press, collator, binding equipment, layout table
- Facilitate the maintenance on all printing equipment including minor repair
- Order department supplies, including bulk paper for district-wide use
- Convert district forms to electronic and online formats
- Greet and welcome substitutes daily, as applicable, providing direction and guidance. Process necessary substitute information daily. Perform sub-calling duties in cooperation with substitute coordinator when necessary. Coordinate department coverage if subs are not available.
- Coordinate training of substitutes and support Human Resources in collection of new substitute and employee information/documentation
- Edit, design, and distribute department newsletter/communications
- Process credit card transactions, purchase orders and requests; track orders, receive shipments and submit forms for payment. Inventory and maintain department supplies.
- Perform all clerical work as assigned by the director(s)
- Train office staff and coordinate the office workload
- Enter, compile and generate data for required reports upon request
- Prepare, track, and submit payroll documentation
- Establish and maintain electronic and manual filing systems, following state records retention guidelines
- Distribute department/building keys and maintain accurate records

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- Arrange for distribution of incoming mail and community publicity items
- Operate and ensure maintenance of office equipment, including copy machines, computers and printers
- Update and maintain building website and calendars
- May provide support for after-hours events as needed
- Provide a high level of customer service
- Professionally handle confidential information with integrity and discretion
- Other duties as assigned

Each of the positions at the specific department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas as directed within the classification.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to independently make decisions that align with district policy and administrator expectations
- Ability to organize and accomplish a variety of responsibilities independently with limited direction, often under stressful conditions and with regular interruptions
- Maintain an attitude of helpfulness, flexibility, and professionalism, and provide excellent customer service to students, staff and public in a confidential and ethical manner
- Ability to work collaboratively as part of the school office team and maintain positive relationships with students, parents, co-workers, and patrons
- Ability to maintain confidentiality
- Ability to supervise and interact with students in a positive and professional manner
- Ability to remain calm in times of high stress
- Possess clerical skills with solid technology background, including Google Drive, database management and Microsoft Office proficiency (Word, Excel, Outlook, and Publisher); proficiency with Skyward preferred
- Demonstrate appropriate computer skills, including the ability to create and modify documents and to adapt to new technologies
- Ability to operate standard office equipment
- Respect confidential nature of student information and avoid sharing of information regarding students
- Must have knowledge of, or demonstrated ability to, learn district-approved record keeping and reporting systems
- Demonstrated ability to work with people in a positive manner
- Must demonstrate effective organizational skills and demonstrate ability to effectively meet timelines

#### **MENTAL DEMANDS**

- Required to work independently, often under stressful conditions with frequent interruptions
- Required to work with a wide range of vendor, staff, student, and public behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule according to district needs
- May occasionally deal with distraught or difficult students, staff and/or members of the public

#### **PHYSICAL DEMANDS**

- Ability to lift up to 45 pounds
- Amount of sitting, standing and walking may vary depending on assignments. Generally, the job requires 60% sitting, 20% walking, and 20% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity. The employee is frequently required to sit, bend at neck and back, use hands to push/pull and lift/carry; squat, kneel, climb stairs or ladders, reach overhead, lift overhead, and knee stand.

#### **REQUIRED QUALIFICATIONS**

- Must have a high school diploma or equivalent
- Minimum of two years office management training and/or and related work experience required
- Type and/or keyboard accurately at 55 adjusted wpm\*
- Basic computer knowledge and skills, including Google Drive, MS Windows, Excel, Word, and Outlook\*
- Ability to use proper grammar and English in both oral and written communication, as well as the usage of correct spelling and basic arithmetic functions\*
- Cash register and ten-key competency in speed and accuracy preferred
- Bookkeeping experience preferred

\*Testing to be used to determine knowledge of pertinent skills

#### **TERMS OF EMPLOYMENT**

- Secretarial Classification on Public School Employees of Cheney Salary Schedule
- Year-round position: 249 workdays; 8 hours per day

#### **CLEARANCES**

WSP/FBI criminal history background clearance

#### **EVALUATION**

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

#### **CONTINUING EDUCATION/TRAINING**

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills

#### **HISTORY**

Job description and format updated: January 2022

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER