LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: High School Career and Technical Department Office Professional

REPORTS TO: CTE Director and Associate Principals

DIRECTS:

SUMMARY: Under the direction of the CTE Director, office professional completes secretarial/clerical functions for the High School and Mid-High CTE Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following**.** *Other duties may be assigned*

* Operate a variety of office equipment
* Complete all secretarial/clerical functions of the department in an efficient and timely manner
* Maintain spreadsheet and report student work experience hours in accordance with State law
* Coordinate with staff and outside agencies/vendors to ensure district and/or students needs are met
* Monitor, maintain, reconcile, and retrieve information for budgets, grants, funds, inventories, etc. to meet district, State, and federal requirements
* Create and maintain a variety of files (computer and hard copy including confidential files) to ensure accurate, up-to-date information is available
* Prepare and process various district documents including travel reimbursements, purchase orders, invoices, correspondence, memos, workshop request, board signatures.
* Input various data into computer systems (financial, budget) to meet district, state, and federal regulations
* Maintain CTE Director's calendar and scheduling
* Monthly and annual reporting
* Generate reports and other required information
* Remain flexible and team-orientated
* Promote and practice professional growth
* Know and follow district policies and procedures
* Work with other district personnel as required in the performance of duties and organizational needs
* Perform other duties as my be deemed necessary for the efficient operation of the school or department

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Two years secretarial or related office experience, preferably in an educational setting.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license
2. First Aid/CPR Card

LANGUAGE SKILLS: Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to apply concepts of basic mathematics.

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

* Ability to complete all secretarial/clerical functions of the department to ensure work is done in an efficient and timely manner.
* Effective oral, written and interpersonal communication skills
* Ability to efficiently perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
    - √ Keyboarding 50 wpm
    - √ Ability to use correct grammar and punctuation
    - √ Ability to use a variety of office machines
    - √ Skilled in the use of Microsoft Excel, Word, Google platform and the Internet
* Knowledge of and experience with WSIPC student records data system
* Organizational and project management skills
* Ability to perform tasks and projects with a high degree of accuracy and attention to detail
* Ability to independently prioritize and process work flow
* Ability to work under pressure with constant interruptions, and meet deadlines
* Ability to handle confidential matters professionally
* Demonstrated abilities in self-direction and sound judgment
* Ability to maintain a positive attitude towards staff, students, parents, and community members
* Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

1. School Principals and Associate Principals
2. CTE Staff
3. Other building Office Professionals
4. General faculty and staff

EVALUATION: Completed at least annually by the employees immediate supervisor

TERMS OF EMPLOYMENT:

Work Hours/Days:	Up to 8 hours / 190 work days per fiscal year
Salary:	Per PSE Office Professional CBA, Group II
Benefits:	Per PSE Office Professional CBA, board policy and procedures

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.