**LAKE STEVENS SCHOOL DISTRICT NO. 4**
**JOB DESCRIPTION**

**POSITION:** Head Building Office Professional - HomeLink

**REPORTS TO:** Alternative Learning Experience Admin

**DIRECTS:**

**SUMMARY**: Perform all functions necessary for the efficient operation of a school front office. Work independently in the performance of secretarial duties for the director and/or other building staff. Directs and coordinates clerical tasks for the building office.

**Program Description:** HomeLink is a resource program for formerly home schooled K-12 students and their families operating under the guidelines of alternative learning experience schools. Parents play a critical role in the education of their children and develop individual learning experience plans for each child in cooperation with school staff. Parents are on site with their children throughout the school day. The PAC (Parent Advisory Committee) facilitates communication between the HomeLink program and parents and makes recommendations for decisions related to program operations. Based on input from participating families, HomeLink offers a wide variety of classes, workshops, and out-of school learning experiences for students and their parents.

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

- Keep director informed of significant and important items requiring review or action
- Know and apply all Alternative Learning Experience compliance laws, guidelines and regulations
- Oversee the secretarial/clerical functions of the office to ensure work is one in an efficient and timely manner
- Direct paraeducators assigned to assist in the office
- Organize and efficiently accomplish assigned office tasks
- Perform secretarial duties for building staff
- Format, type and edit correspondence, memoranda, flyers, forms and reports on computer equipment; compose, duplicate and distribute materials as needed
- Responsible for the general atmosphere and appearance of the front office. Respond in a warm, professional manner to all telephone callers. Greet, with a supportive manner, all visitors, staff and students coming to the office
- Schedule appointments, keep calendar, and arrange meetings for staff as necessary
- Register new students and maintain student site and off-site records including attendance, discipline, and health information, and schedule changes
- Maintain all student records, reports and transcripts, and schedules
- Compile and maintain records of yearly reports as required by specific District departments and State and Federal regulations
- Maintain current staff hours, attendance , obtain, and submit required paperwork for payroll
- Manage staff absences and replacement substitutes
- Arrange for classified substitute employees as necessary
- Update teacher, substitute teacher, and classified employee handbooks
- Oversee building budgets and generate reports as needed
- ASB budgets, reports, reconciliations
- Maintain building inventory and order supplies
- Compile supply orders for building and distribute as needed
- Maintain master lists of security related information. Issue building keys and security access numbers
- Oversee health room and provide basic services in the absence of a nurse
- Maintain inventory and check in/out curriculum materials
- Attend office, staff, and/or building meetings
- Produce daily the building news bulletin

- Communicate with staff and parents on a consistent and frequent basis regarding upcoming events
- Know and follow district policies and procedures
- Assist with the coordination of emergency drills
- Remain flexible and team-oriented
- Promote and practice professional growth and development
- Perform other duties as may be deemed necessary for the efficient operation of the building and/or program

## 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. Formal education in modern business office practices
3. Three years secretarial or related office experience, preferably in an educational setting. Additional related experience may substitute for formal education as deemed appropriate.
4. Experience working in a public alternative school or parent co-op setting serving K-12 students

### 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 and business mathematics.

### 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

- Verifiable effective oral, written and interpersonal communication skills
- Demonstrated secretarial skills
  - √ Keyboarding 55 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
- Proficient computer skills including the use of Microsoft Excel, Word, Google platform (or similar graphics program), and the Internet
- Proficient in the use of WSIPC database as it applies to student records, and budget
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- 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
- Understanding of Washington State Labor laws and regulations as they apply to school district student practices
- Ability to compile data and write reports, memos and letters with minimal direction from the building principal

- Demonstrated skills and/or abilities in: self-motivation, independent judgment, critical and analytical thinking, organizational and project time management
- Ability to maintain a positive attitude at all times
- Willingness to learn and apply new skills to accommodate a changing work environment
- Ability to work under pressure and meet deadlines
- Ability to remain flexible to change in assignments or situations
- Know and follow district policies and procedures
- Ability to practice ethical and professional standards of conduct, including confidentiality

**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:

- Director of Assessment and Student Services
- Faculty, staff and students
- Parents of students and general public

## TERMS OF EMPLOYMENT:

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| **Work Hours/Days:** | 8 hours/190 days during fiscal year |
| **Salary:** | Per PSE Office Professional CBA, Group III |
| **Benefits:** | Per PSE Office Professional CBA, board policy and procedures |

**EVALUATION:** Director of Assessment and Student Services

*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.*