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

**POSITION:** Head Department Office Professional – Communications and Community Services

**REPORTS TO:** Director of Communications and Community Services

**DIRECTS:**

**SUMMARY**: Under the direction of the department director, office professional works independently in the performance of all functions necessary to maintain an efficient and organized department in a professional and confidential manner. Assists in the creation of all district publications. Is responsible for the maintenance of district volunteer records and background clearance information.

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

- Keep Director apprised of significant and important items requiring review or action
- Complete all secretarial/clerical functions of the department to ensure work is done in an efficient and timely manner
- Schedule appointments, keep calendar, and arrange meetings for the director as necessary
- Communicate with staff, parents, and the public regarding community education program
- Assist in the preparation, distribution district newsletters, calendars and community program flyers
- Assists in preparation of volunteer recognition program
- Prepares certificates and coordinates supplies and awards for staff recognition programs
- Creates and maintains supply of forms relative to the department
- Completes WSP background check on district volunteers and maintains confidential records
- Process purchase orders and annual orders for department
- Keep accurate records of all department requisitions, purchase orders and budgets
- Know and follow district policies and procedures
- Work with other district personnel as required in the performance of duties and organizational needs
- 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 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. 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

## CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

## 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
- Extensive knowledge of and ability to perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
  - √ 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, Outlook, Publisher (or similar graphics software), and the Internet
- Extensive knowledge and skill in the use of various publication and graphics software programs
- 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
- Understanding of Washington State Labor laws and regulations as they apply to school district student practices
- 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:

- Director of Communications and Community Services
- Building Office Professionals
- District faculty and staff
- Parents students and community members

## TERMS OF EMPLOYMENT:

**Work Hours/Days:** Up to 8 hours per day /200 days per fiscal year
**Salary:** Per PSE Office Professional CBA -- Group IV
**Benefits:** Per PSE Office Professional CBA, board policy and procedures

## **EVALUATION:** Director of Communications and Community 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.*