LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Head Building Office Professional – Elementary OR Secondary

REPORTS TO: Building Principal and Admin

DIRECTS: Office Professionals and/or Clerical Paraeducator Staff

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*
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• Keep building principal informed of significant and important items requiring review or action.
• Perform secretarial duties for building principal and other administrators as needed.
• Organize and efficiently accomplish assigned office tasks.
• Schedule appointments, keep calendar, and arrange meetings for the principal and staff as necessary.
• 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.
• Oversee the secretarial/ clerical functions of the various offices, to ensure work is done in an efficient and timely manner. Direct paraeducators assigned to assist in the offices and building.
• Maintain accurate employee attendance records, obtain, and submit required paperwork monthly for payroll with the assistance of support staff.
• Format, type and edit correspondence, memoranda, flyers, forms and reports on computer equipment; compose, duplicate and distribute materials as needed.
• Manage Substitute software at the building level for coordinating staff absences and replacement substitutes.
• Update building teacher, substitute teacher, and classified employee handbooks.
• Compile and maintain records of yearly reports as required by specific District departments and State and Federal regulations.
• Obtain signatures for necessary forms, documents, contracts etc. from staff.
• Maintain list of current faculty, classes taught, rooms occupied, etc. with the assistance of support staff.
• Communicate with staff and parents on a consistent and frequent basis regarding upcoming events.
• Maintain master list of security information. Issue building keys and security access numbers.
• Assist daily substitutes certificated and classified employees.
• Responsible for ordering, maintaining and distributing of supplies and purchase orders
• Responsible for maintenance of all office equipment, and request repair as needed.
• Direct paraeducators assigned to assist in the office
• Oversee building and ASB budgets and generate reports as needed.
• Collect/ deposit all money, provide ESC Fiscal clerk with monthly transmittal reports.
• Produce daily the building news bulletin.
• Know and follow district policies and procedures.
• Assist with the coordination of emergency drills.
• Remain flexible and team-orientated.
• Promote and practice professional growth and development.
• Perform other duties as may be deemed necessary for the efficient operation of the building.
• Assist students in health room when necessary.
• Attend office, staff, and/or building meetings when requested.

QUALIFICATION REQUIREMENTS*:*

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
2. First Aid/CPR card (ability and willingness to obtain and maintain)
3. School Health Room Training – willingness and obtain and maintain

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 as they apply to business recordkeeping.

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 – ability to teach staff, parents, and volunteers how to use office equipment.
- Proficient computer skills including the use of Microsoft Excel, Word, Google Platform, Publisher (or similar graphics program), and the Internet.
- Proficient in the use of WSIPC software as it applies to student records and budget (WESPaC, Skyward).
- 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. Activities are generally performed indoors in an office setting. Typically, the noise level in the work environment is moderate..

PRIMARY WORKING RELATIONS:

- Building Principal
- Faculty, staff and students
- Parents of students and general public

TERMS OF EMPLOYMENT:

Work Hours/Days: up to 8 hours/ up to 200 days during fiscal year
Salary: Per PSE Office Professional CBA Group IV
Benefits: Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Building Principal

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.

ADDITIONAL ESSENTIAL DUTIES RELATED TO SPECIFIC AREAS OF SUPPORT:

8 hours 195 days ELEMENTARY HEAD OFFICE PROFESSIONAL:
Direct paraeducators assigned to assist in the office
Oversee building and ASB budgets and generate reports as needed
Collect/deposit all money, provide ESC Fiscal Clerk with reports through current software system
Produce the building news bulletin/morning announcements
Register new students

8 hours 200 days SECONDARY HEAD OFFICE PROFESSIONAL:
Conduct secretarial staff meetings and keep office staff informed of changes
Prepare and submit board reports
Publish and mail school newsletters/gather information for publication
Distribute school information in print and online
Register new students/ withdraw/ transfer (middle schools)

8 hours 223 days HIGH SCHOOL HEAD OFFICE PROFESSIONAL:
Maintain graduate list and perform all duties connected with graduation