LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Head Office Professional – Elementary and Secondary Teaching and Learning

REPORTS TO: Executive Director for Elementary and/or Secondary Teaching and Learning

DIRECTS:

SUMMARY: Works independently in the performance of all functions necessary to maintain an efficient and organized department in a professional and confidential manner.

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

- Keep Executive Director informed 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 calendars, and arrange meetings for the Executive Directors as necessary.
- Prepare and distribute correspondence for Executive Directors.
- Coordinate, communicate and distribute curriculum materials.
- Attend meetings and workshops as needed.
- Maintain curriculum department inventory and order supplies as necessary.
- Order, receive, stock and distribute all incoming supplies and district-wide textbook adoption orders.
- Keep accurate records of all department requisitions, purchase orders, budgets, and procurement card.
- Support instructional coaches
- 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 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, Google Platform, Publisher (or similar graphics program), and the Internet
- Extensive knowledge of operating procedures relative to the department of curriculum and instruction. May include knowledge of areas such as special programs, vocational education, personnel.
- 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
- Knowledge of and experience with WSIPC fiscal and student records data systems
- 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:

- Executive Director for Elementary and/or Secondary Teaching and Learning
- District faculty and staff

TERMS OF EMPLOYMENT:

Work Hours/Days: Up to 8 hours per day / 260 days per fiscal year

Salary: Per PSE Office Professional CBA -- Group IV
Benefits: Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Executive Director for Elementary and/or Secondary Teaching and Learning

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.

OTHER ESSENTIAL DUTIES AND RESPONSIBILITIES:

Elementary Teaching and Learning – Highly Capable, ELL, and Home based instruction programs.
Maintain student files, district records, and student date base for the Highly Capable, ELL and Home based instruction.

Secondary Teaching and Learning – SpEd Department
Order Supplies and equipment
Maintain Contractor Service Agreements and manage billing and time sheets