

**TITLE:** Assistant to Principal – Echo Glen

**DEPARTMENT:** Echo Glen

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The job of Assistant to Principal - Echo Glen is done for the purpose/s of providing secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating projects and site activities.

**ESSENTIAL FUNCTIONS:**

- Compiles data from a variety of sources (e.g. student information, time sheets, calendars, student attendance, daily attendance records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. registration of students, meetings, classroom and site staff coverage, building in-service day activities, workshops, travel arrangements, master calendar, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in compliance with established guidelines.
- Diffuses potentially hazardous situations within the school site for the purpose of taking action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records (e.g. administrative records, maintenance requests, building keys, office procedures, all forms, building personnel records, substitute attendance, student files, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors account balances and various documentation for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Monitors assigned school site activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Orients new site personnel (e.g. substitutes and staff as required) regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into site operations.
- Oversees office staff for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Prepares a wide variety of written materials (e.g. schedules, budgets, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. time sheets, forms, daily attendance, purchase orders, etc.) for the purpose of disseminating information to appropriate parties for action.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date