

TITLE: Department Support - Schools

DEPARTMENT: Middle School/High School

REPORTS TO: Building Principal

POSITION SUMMARY: The job of Department Support - Schools is done for the purpose/s of providing secretarial support to an individual or Department; ensuring compliance of Department records with financial, legal and administrative requirements; monitoring assigned projects and/or program components; and providing a positive impact on the educational objective of the district.

ESSENTIAL FUNCTIONS:

- Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.
- Conducts research and follow-ups, as assigned for the purpose of providing information and making recommendations.
- Coordinates assigned activities and program components for the purpose of delivering services in compliance with established guidelines.
- Maintains a variety of documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares a variety of reports, documents and correspondence (e.g. purchase orders, calendars, agendas, specialized mailings etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. incoming mail, purchase orders, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, vendors, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator(s) and/or department staff for the purpose of providing assistance with administrative functions.
- Possess knowledge of and adhere to Governing Policies and 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 understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; accounting/bookkeeping principles; business telephone etiquette; common office machines; spreadsheet applications; and first aid.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a 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 identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions.

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 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

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).

Name (sign)

Name (print)

Date