

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Department Support – Special Services

DEPARTMENT: Special Services

REPORT TO: Director of Special Services

POSITION SUMMARY: Provides 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 purposes of complying with financial, legal, and administrative reporting requirements in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders and for decision-making.
- 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 complex and confidential electronic and physical files and records for the purpose of meeting federal, state, and local requirements and in accordance with record retention guidelines.
- Processes documents for the purposes of storage and record-keeping, both electronically and in hard copy.
- Processes documents and materials (e.g. incoming mail, purchase orders, etc.) for the purpose of disseminating information to appropriate parties.
- Use technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Utilize various data base applications, including Skyward and WSIPC, create reports using multiple software applications including Microsoft Word, Excel, and Power Point, and coordinate projects using technology.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, contractors, community members, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned District personnel for the purpose of providing assistance with their administrative functions.
- Attends staff and other professional meetings and trainings as may be assigned or necessary.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participates 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, technical 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 utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, compose a variety of 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; office application software; business telephone etiquette, and common office machines.

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ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work independently and with others in a wide variety of circumstances; work with data utilizing defined but different 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 widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving with data 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; being attentive to details; working with detailed information/data; setting priorities and meeting deadlines; and working under time constraints; and working as part of a team.

Responsibility

Working under direct supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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)