



**FEDERAL WAY**  
PUBLIC SCHOOLS

## Position Description

### Secretary Generalist – Central Administration English Language Learner

**POSITION SUMMARY** The Secretary Generalist - English Language Learner is a position that requires a wide range of skills and abilities. These skills and abilities include bilingual language skills, translation and interpretation duties as assigned. This position plays an important role in ensuring that many office secretarial tasks are handled in a timely and professional way.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greet staff, parents, community members, students and other visitors upon their contacting the office.
- Answer incoming phone calls, provide accurate information, serve as a liaison between home and school, direct calls to appropriate staff, and take messages.
- Provide secretarial support to program personnel as assigned.
- Process paperwork associated with various program functions.
- Maintain records using appropriate District designated software.
- Associated tasks with the processing and distribution of state assessments.
- Work closely with independent interpreter agencies to coordinate schedules for district-wide student-led conferences.
- Answer foreign language voice mail and return phone messages to parents and families of students qualified for ELL program.

#### **OTHER RESPONSIBILITIES:**

- Assist Office Manager and other secretaries with tasks such as word processing, filing, making phone calls, and data entry as needed.
- Work in the field to implement assessment accommodations, interpret during conferences and meetings, and support state ELL assessments.
- Interview families to exchange information for academic profiles.
- Coordinate early registration of ELL families by administering placement tests, assisting in completing home language surveys and school registration forms.
- Multilingual staff member may be asked to translate within their scope of work.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience**

High School Diploma or equivalent  
One (1) year of clerical experience

#### **ADDITIONAL REQUIREMENTS:**

Microsoft WORD and EXCEL  
Database Management  
Positive evaluations

#### **PREFERRED QUALIFICATIONS:**

Bilingual Spanish/English

JOB DESCRIPTION: SECRETARY GENERALIST – CENTRAL OFFICE ELL

**CONDITION OF EMPLOYMENT:**

Criminal background check  
Washington State Driver's License  
Work scheduled hours on a consistent basis

**KNOWLEDGE OF:**

School board policies and procedures  
Microsoft WORD and EXCEL  
Database Management  
Microsoft Publisher

**ABILITY TO:**

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail  
Perform safety responsibilities while under pressure.  
Demonstrate basic knowledge of modern technology and willingness and ability to increase knowledge to proficiency  
Speak, read and follow written or verbal communications: able to proofread  
Exhibit proper telephone etiquette  
Practice effective safety and security within individual work routines  
Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines  
Develop and maintain positive customer relations with staff, students, parents, and the public in a multicultural and multiracial community  
Cope with and assist angry or distraught students, parents, and other community members  
Work collaboratively with District staff and promote teamwork with co-workers  
Practice ethical and professional standards of conduct including the requirements of confidentiality  
Abide by Federal Way Public Schools' Policies and Procedures  
Perform the essential functions of the job with or without reasonable accommodations

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:**

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.  
Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.  
Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "Each Scholar: A Voice. A Dream. A Bright Future."  
Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

**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 will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will frequently be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must regularly lift/carry up to 5 pounds and must frequently lift /carry up to 15 pounds. The employee will occasionally lift/carry a maximum of 25 lbs. The employee is occasionally required to push/pull a maximum weight of 200 pounds.

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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students and community members.

**WORK SCHEDULE**

This position typically works, \_\_\_ hours per day, Monday through Friday, \_\_\_ days per year

**REPORTING RELATIONSHIP**

This position reports to, and is evaluated by the Director of Multilingual Services or designee

**REPRESENTATION**

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

**LEVEL OF COMPENSATION**

Level 4 on the Federal Way Education Association (FWEA) Salary Schedule

**CLASSIFICATION HISTORY**

Created July 2018

Updated FWEA-ESP job review 11/2019

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*