



**POSITION SUMMARY:** The Secretary Generalist - Elementary is a position that requires a wide range of skills and abilities. This position plays an important role in ensuring that many office and secretarial tasks are handled in a timely and professional manner.

**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 students, staff, parents, community members, and other visitors upon their entrance to the building.
- Answer incoming telephone calls, provide accurate information, direct calls to others, and take messages.
- Collect and report lunch count to Nutrition Services daily.
- Put together enrollment packets
- Provide secretarial service to include supporting with student discipline information & scheduling parent meetings.
- Create files for new scholars, cumulative and health files; review prior schools records on new scholars, place in filing system.
- Create and maintain guest employee folders; file updated class lists and health care plans in staff sub folders monthly along with building information.
- Sort incoming and outgoing district and US mail. Ensure distribution of mail into appropriate staff mailboxes.

**OTHER RESPONSIBILITIES:**

- Assist with secretarial tasks such as word processing, filing, and making phone calls to verify absences.
- Assist with health room coverage when health room staff is not available to include caring for ill children, complete accident reports, administering medications, and provide first aid, ensuring that a parent or guardian is called when necessary and to pick up student when applicable.
- Assist other office personnel with requesting and sending student records, registration, and withdrawal of students.
- Assist families with Online enrollment; helping to set up Parent Vue account.
- Maintain volunteer records, check that background checks have been performed, etc.
- Ensure office machines are in working condition.
- Prepare appropriate communications such as newsletters, e-mails, flyers, surveys, etc. to students, staff, and community.
- Assist other office personnel with requesting and sending student records, registration, and withdrawal of students.
- Multilingual staff may be asked to translate within their scope of work.
- May periodically supervise students for a variety of reasons.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**

High school diploma or equivalent  
One (1) year of clerical experience

**ADDITIONAL REQUIREMENTS:**

Microsoft WORD and EXCEL  
Positive evaluations

**PREFERRED QUALIFICATIONS:**

Bilingual

Basic knowledge of a publishing software

**CONDITION OF EMPLOYMENT:**

Criminal background clearance

Work scheduled hours on a consistent basis

**KNOWLEDGE OF:**

School board policies and procedures

Basic Microsoft WORD and EXCEL

Database management

**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

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maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 200 pounds.

**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 Principal or designee. This position may receive some direction and setting of priorities from the Office Manager.

**REPRESENTATION**

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

**LEVEL OF COMPENSATION**

Level 4 on the FWEA-ESP Salary Schedule

**CLASSIFICATION HISTORY**

FWEA-ESP review 7/2015  
Update 9/1/01  
Update with physical demand/working conditions 5/2015  
Update 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.*