



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description

DATA SECRETARY – HIGH SCHOOL

POSITION SUMMARY: The High School Data Secretary is the main contact for student records, including transcripts, grades and cumulative information. This position is responsible for enrolling and withdrawing students, and facilitating schedule changes. The individual in this position should be familiar with District and State graduation requirements.

This Secretary should also have a strong aptitude for working with data/numbers, have the ability to develop a keen sense of task priorities during periods of 'heavy data demands,' and understand that their work directly supports many critical aspects of the District's mission and funding operation.

This position requires a continuous training cycle as various modules in the Student Information Software are updated and changed. Data Secretaries are considered to be responsible for participating in the training opportunities that are regularly provided. This position will utilize the District's Student Information System software to pull needed student data.

MAJOR 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.

- Produce and maintain student records such as cumulative files, transcripts and report cards.
- Process student enrollments and withdrawals.
- Produce required attendance and enrollment reports per State, Federal and/or funding mandates.
- Protect the confidentiality of student data and ensure proper access and use of the District's current Student Information Software system.
- Load and run standardized (template) data reports from the District's current Student Information Software.
- Design custom-format data reports, as needed locally, from the District's current Student Information Software.
- Respond to student data report requests from the Board of Education, ESC Administration, or School Administration.
- Ensure the accuracy (data integrity) of all data being entered into the District's current Student Information Software.
- Input the Master Schedule.
- Input student schedules and /or changes in student schedules, as needed.
- Order diplomas and covers. Mail out diplomas, transcripts, immunization records and report cards.
- Prepare non grad reports.

OTHER RESPONSIBILITIES:

- Assist with other office duties.
- Assist with health room coverage when health room staff is not available to include caring for ill children, complete accident reports, administering medications, and

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provide first aid, ensuring that a parent or guardian is called when necessary and to pick up student when applicable.

- Multilingual staff may be asked to translate within their scope of work.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent
Two (2) year of secretarial experience

ADDITIONAL REQUIREMENTS:

Proficiency with Microsoft WORD and EXCEL
Positive evaluations

PREFERED QUALIFICATIONS:

Experience in a Student Information System

CONDITION OF EMPLOYMENT:

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

KNOWLEDGE OF:

School board policies and procedures
McKinney Vento guidelines
Microsoft WORD and EXCEL
District's Student Information System
Database Management
District Choice Enrollment policy

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail
Demonstrate basic knowledge of modern technology and willingness and ability to increase knowledge to proficiency
Speak, read and follow written or verbal communications
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, 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
Be fair and consistent with all students
Resolve routine problems and make decisions within established parameters
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.

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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

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 regularly 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 building Principal and/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 5 on the FWEA-ESP Salary Schedule. This position includes the following benefits prorated based on FTE – Medical, dental vision, sick and vacation leave, life insurance, professional development dollars, retirement.

CLASSIFICATION HISTORY

Updated 7/2016

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.

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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.*