



POSITION SUMMARY: A Secretary II provides secretarial and administrative support for departmental administrators. The individual in this position is required to have a thorough knowledge of District, State and Federal regulations that pertain to their specific department. This position will interact with other department administrators, principals, staff, teachers and parents on a regular basis. He/she may maintain departmental budgets and have responsibility for preparing reports associated with these budgets. The individual in this position will be required to exercise independent decision-making abilities and make decisions within parameters established with department administrators.

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. Depending on the department, an employee's essential duties may include:

- Provide support to the departmental administrator(s), including, but not limited to, word processing routine correspondence, confidential evaluations, student suspension and discipline information, and screening and handling incoming telephone calls.
- Provide support for financial functions of program budget(s), including grants and any other special funding available to the program. This position will be responsible for monitoring budget status, including salaries, and ensuring that expenditures are kept within budgeted amounts.
- Responsible for the preparation and set up assistance for on-site and off-site district meetings.
- Maintain administrator(s) calendars and schedule appointments, meetings, etc.
- Responsible for maintenance of student files.
- Prepare purchase orders, timesheets, reimbursements, travel requests, and other documents related to the financial function.
- Collect data for and prepare required District, State, and/or Federal reports.
- Support Administrators using district software in requesting vacancy postings and recommendations for hiring staff. This includes preparation, tracking, and adjustments for human resources and/or payroll records.
- Manage program database, including, but not limited to, data collection, data input, sorting data, and preparation of reports.
- Manage itinerant staff's licensure for State funding.

OTHER RESPONSIBILITIES:

- Greet students, staff, parents, community members, and other visitors upon their entrance to the building. Also answer incoming telephone calls, provide accurate information, direct calls to others, and take messages.
- Assist with health room coverage when nurse is not available to include caring for ill children, complete accident reports, administering medications, and provide first aid. This could involve, but not be limited to, caring for sick or injured students, ensuring that a parent or guardian is called when necessary and to pick up student when applicable.
- Assist the Office Manager and other secretarial staff with tasks such as word processing and filing.

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- Prepare appropriate communications such as reader board updates, automated call outs, newsletters, e-mails, calls to newspapers, flyers, surveys, digital flyer software, etc. to students, staff and community.
- May periodically supervise students who, for a variety of reasons, are visiting the department or office area.
- Multilingual staff member may be asked to translate within their scope of work.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent

Two (2) years of secretarial and or administrative experience

ADDITIONAL REQUIREMENTS:

Proficiency with Microsoft Word, Excel, Power Point

Database Management

Positive evaluations

PREFERRED QUALIFICATIONS:

Basic knowledge of the District's Integrated Financial Accounting System

Basic knowledge of the District's student information system

Basic knowledge of the District's application system

CONDITION OF EMPLOYMENT:

Criminal background clearance

Work scheduled hours on a consistent basis

KNOWLEDGE OF:

School board policies and procedures

Microsoft WORD and EXCEL

Publishing software and exhibit willingness and the ability to gain a high level of proficiency

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 proficiency using an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system

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, 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

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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.

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 and demanding deadlines. May occasionally deals with angry and distraught employees and community members.

WORK SCHEDULE

This position typically works ___ hours per day, Monday through Friday, ___ number of days.

REPORTING RELATIONSHIP

This position reports to and is evaluated by building administrator or designee. This position receives some direction and setting of priorities from the Office Manager/Executive Administrative Assistant.

REPRESENTATION

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

LEVEL OF COMPENSATION

Level 5 on the FWEA-ESP Salary Schedule

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

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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.*