



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description SECRETARY GENERALIST – HIGH SCHOOL

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

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.

- 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.
- Provide secretarial support to administrators, school counselors, athletic directors, school librarian or other school staff.
- Process paperwork associated with student's college applications.
- Maintain student records using the District's Student Information System, including attendance, immunization, discipline, Becca, emergency information and student assessment scores. This may include providing reports to staff for attendance data, report card data, etc.
- Enroll and withdraw students and maintain class lists.
- Assist in maintaining departmental budgets and preparing reports associated with same.
- Assist the office with secretarial tasks such as word processing, filing, and making phone calls to verify absences.

OTHER RESPONSIBILITIES:

- May process parking passes and student locker assignments.
- May Process timesheets and absence reports for employees and substitutes.
- May assist with processing McKinney Vento paperwork to support students and families.
- Maintain building use and/or master school calendars, and/or master school calendar.
- Assist with health room coverage when nurse is not available to including caring for ill children, complete accident reports, administering medications, and provide first aid.
- Support Administrators using district software in posting and hiring staff. This includes preparation, tracking, and adjustments of human resources and/or payroll records.
- Ensure that office machines are in working condition.
- 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.
- Maintain volunteer records, ensuring that background checks have been performed, etc. and assisting with coordination of field trips.
- Track athletic eligibility, and collect fees for school athletics.
- Assist with occasional events such as distribution of annuals, end of semester fines, new employee orientation, etc.
- May periodically supervise students for a variety of reasons.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent

Two (2) years of secretarial experience

ADDITIONAL REQUIREMENTS:

Microsoft WORD and EXCEL

Positive evaluations

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PREFERRED QUALIFICATIONS:

Basic knowledge of the District's integrated financial accounting systems
Microsoft Publisher, or other newsletter software

CONDITION OF EMPLOYMENT:

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

KNOWLEDGE OF:

School board policies and procedures
Database Management
Microsoft office WORD, EXCEL, POWERPOINT

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision
Pay strict attention to detail
Demonstrate proficiency using an e-mail system
Demonstrate basic knowledge modern technology and willingness and ability to increase knowledge to proficiency
Speak, read and follow written or verbal communications
Practice effective safety and security within individual work routines
Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.
Remain flexible; able to cope with frequent interruptions as part of a daily routine, multi-task and shift priorities to meet required deadlines
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 may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and occasionally be required to climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 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

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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 and community members.

WORK SCHEDULE

This position works 8 hours per day, 260 days per year, 8:00am-4:30pm. Occasionally work flexible hours depending upon nature of data collection and entry.

REPORTING RELATIONSHIP

This position reports to 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 3

CLASSIFICATION HISTORY

Updated 7/2016

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.*