



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description

Secretary Generalist Multilingual Education Central Administration

POSITION SUMMARY: The Secretary Generalist – Multilingual Education 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. A job duty will be assisting TFL staff, principals and teachers with the coordination of translation services as needed across the district. This position plays an important role in ensuring that many office secretarial tasks are handled in a timely and professional way. The Secretary Generalist will work with TFL department to coordinate the organization and tracking for the purpose of supporting the success of bilingual scholars. The employee must be able to work collaboratively and independently with a minimal direct supervision. The employee must be willing to adjust work schedules to accommodate peak workloads.

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.

- **Organization:** Process paperwork associated with various program functions. Maintain records using appropriate District designated software. Prepare and create instructional documents, handbooks, surveys, and forms related to data analysis. Prepare and implement district-wide mailings to parents/guardians of state assessment results.
- **Development:** Responsible for development of tracking and scoring systems. Create data files to track state and district assessments using systems that are complex and involve numerous layouts, fields, and formulas.
- **Planning:** Responsible for following the district assessment calendar, including due dates for testing materials, schedule trainings, schedule extra help, communicate with district/building staff, and coordinate the arrival of and collection of test materials in schools.
- **Technical:** Use various computer programs, systems, and devices for input and retrieval of information, including data from databases (OSPI and EDS/WAMS) and programs (Excel, Word, Access, PowerPoint, Student Plus, Informer, and FileMaker). Use of pivot tables, filters, macros, vertical lookups, mail merge, and formulas is required. Operate varied district software for input and retrieval of information. Maintain accurate data on the School District website where it pertains to assessment. Manage multiple email folders and drives to provide current information on assessments.
- **Communication:** 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. Ability to work with a variety of communication styles as well as employees with varied technical skills required.
- **Efficiency:** Need to be able to create and develop quick and efficient ways to perform tasks. The use of technology to create systems that make daily tasks quicker and easier is essential. Methods must be efficient, organized, and easily accessible.
- **Accuracy:** Responsibility for reconciliation of state scores. Knowledge of Federal and State rules and regulations regarding testing. Check for accuracy of scanning and scoring hardware/software. Check the accuracy of and proof reports created for district and public use. Maintain accurate and up-to-date student records.

JOB DESCRIPTION: Secretary Generalist Multilingual Education – Central Administration

- **Data Management:** Gather information from current or archival sources for reports, budgets, or data analysis. Monitor monthly CEDARS submissions for integrity of AMAO (Annual Measurement Achievement Objectives) data in collaboration with instructional technology specialists. Update and assist with maintaining records for the Certificate of Biliteracy, interpreters, translations, ELL enrollment. Provide clerical and administrative support in coordination with the Assessment Department for district/state related ELL assessments.
- **Training:** Assist staff with access to data and questions about where to find information on students for the Multilingual Education Department. Assist staff, principals, and teachers with the coordination of supporting ELL learners.
- **Manage Interpreters/Translations:** Recruit and train interpreter/translation staff to work on timesheets for communication with multilingual families and parents for scholars (i.e., scheduling for SLCs and related ELL events). Responsibility for scheduling, training, monitoring, and checking the quality of work performed by the interpreters/translation staff. Building a rapport with and maintaining a pool of trained individuals for this work is critical. 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.
- **Flexibility:** The Multilingual Education Department and its tasks are fluid in nature and ever changing; adapting to change and new processes is important. Handle emergency requests to provide data for administrators, court cases, hearings, budget reasons, board and key stakeholder requests, etc. The Multilingual Assessment/Data Analyst must be ready to meet these needs.
- **Coordination:** Work and provide assessment data for key stakeholders about multilingual education information and needs. Maintain all multilingual education testing data which is warehoused in Informer/StudentPlus. Coordinate with the Assessment and Instructional Technology Departments on needed changes in test data. Check to be sure uploads are working and data is understandable by the users; work with multiple departments to resolve data analysis problems. As State Testing comes on-line, work with the Assessment and Technology Departments and site test coordinators to work out details of on-line testing.

OTHER RESPONSIBILITIES

- Coordinate early registration of ELL families by administering placement tests, assisting in completing home language surveys and school registration forms.
- Work in the field to implement assessment accommodations, interpret during conferences and meetings, and support ELL assessments.
- Develop relationships with parents, staff, students, and the public in a multicultural and multiracial community.
- Report directly to the Director of Multilingual Education
- Tracking and filing of electronic and hard-copy documents; processing routine correspondence; reviewing assigned outgoing correspondence for format, spelling and typographical accuracy; and coordinating distribution of mail.
- Organize department materials for District and State assessment programs, including distributing/collecting and packing/unpacking test tubs.
- Determine need for, obtain, and supervise substitute help for projects.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent

Two (2) years of secretarial experience

ADDITIONAL REQUIREMENTS:

Basic knowledge of Microsoft Word, Excel and Publisher with a willingness and ability to reach a higher level of proficiency through additional training

JOB DESCRIPTION: Secretary Generalist Multilingual Education – Central Administration

Familiarity with OSPI and district portals for student registration and basic data retrieval or a willingness to learn and apply these skills
Positive evaluations

PREFERRED QUALIFICATIONS:

Bilingual Spanish/English

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
Microsoft Office software
Interpretation agencies/resources

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision, able to pay strict attention to detail, and set and meet deadlines.
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, visitors, service providers, law enforcement, and other community agencies.
Work collaboratively with District staff and promote teamwork with co-workers
Practice ethical and professional standards of conduct including the requirements of confidentiality
Relate effectively with parents, staff, students and the public in a multicultural and multiracial community
Perform job responsibilities 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 constantly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to squat, kneel, use hands for fine manipulation, knee stand and push/pull. The employee will occasionally be required to sit, climb stairs/ladder, lift and reach overhead, crawl, 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 35 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

JOB DESCRIPTION: Secretary Generalist Multilingual Education – Central Administration

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 indoors and regularly works near a video display. Noise level is moderate. The position deals with regular interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students, 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 Director of Multilingual Education

REPRESENTATION

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.*