

Job Title: District Associate
Reports to: Department Administrator and/or assigns
Work Schedule: Up to 8.0 hours per day, Up to 260 days per year
Salary: Per Public School Employees negotiated salary schedule – Level 2

Job Summary:

This position is responsible to provide exemplary customer service and consistently project a professional and positive image of the office; accurately maintain data, files, and reports; and perform all duties as requested in a professional, confidential manner.

Minimum Qualifications:

- High School diploma or equivalent
- Previous secretarial experience required
- Previous office experience in a K-12 school setting preferred
- Working knowledge of Microsoft Office Suite; Google Mail, Calendar, and Drive; InTouch; and Skyward preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Arrange Coverage in Absence of Substitute
- Communication (communicate building-department information to staff-public)
- Create Documents-Forms
- Create-Maintain Database
- Data Entry
- Data Extraction (data mining)
- Filing, Maintenance & Retention of Employee Records
- Filing & Maintenance of Student Records
- Mail (sort-distribute)
- Prepare and Process District Documents-Form
- Receptionist (greet public, answer phones)
- State-Federal Reports/Documents (create & maintain)
- Student Registration & Withdrawal
- Support Building and Department Staff
- Maintain consistent presence at assigned worksite and regular work hours
- Comply with all district policies and procedures
- Perform duties as requested by Administrator and/or District Specialist

Desired Skills

- Consistently listen, write, and speak in a clear and concise, well-organized manner
- Consistently problem-solve, seek new responsibilities, proactively prioritize, and multi-task
- Consistently resolve customer inquiries in a positive and timely manner
- Consistently treat people with respect, dignity, and fairness
- Consistently participate and support team ideas, changes, and decisions
- Consistently demonstrates technical expertise and practical knowledge of the job
- Consistently produces thorough, accurate work and meets timelines
- Consistently demonstrates a positive attitude and supports other through positive communication
- Consistently offers help when help is needed
- Consistently seeks to acquire new skills to demonstrate self-improvement
- Consistently demonstrate a high level of confidentiality

Work Environment:

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching, and/or crawling; fine finger dexterity; work at computer for prolonged periods of time; frequent interruptions; meet deadlines with time constraints; and dealing with distraught and/or angry persons. Typically the noise level in this work environment is moderate.

Evaluation:

This position shall be evaluated periodically by the Department Administrator and/or assigns pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed February 2019.