

Job Title: Substitute Secretary
Reports to: Building Principal or Department Administrator
Work Schedule: Substitute On-Call
Salary: Salary Schedule #14-E1& 2

Job Summary:

In the absence of the regular employee, the Substitute Secretary is responsible assisting with the coordination daily workloads and activities of school office or department; secretarial duties for Supervisor; communicating with and providing customer service to students, parents, staff, and/or outside agencies or vendors to meet district needs; preparing and processing a variety of documents, invoices, orders, etc.; processing a variety of district, state, or federal documents; inputting of data into computer (student, financial, budget); and monitoring budgets, grants, funds, and inventories as assigned.

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:

- Provide customer service to students, parents, staff, and community including answer telephone, greet and direct visitors, resolve conflict, disseminate information, etc.
- Answer incoming calls on multi-line telephone, direct callers as appropriate, and take and refer messages
- Coordinate building functions and activities including telephone, intercom, alarm, security, equipment inventory; issue keys and maintain key records; arrange field trip transportation; and verify and secure substitutes, etc.
- Monitor student attendance, maintain student discipline records, and assist with registering new and transfer students
- Explain documents and requirements and answer procedural inquiries
- Receive and receipt monies
- Operate a variety of office equipment
- Perform data entry, word processing, spreadsheet, and database functions
- Coordinate with staff and outside agencies/vendors to ensure district and/or students needs are met
- Monitor, maintain, and retrieve information for enrollment, budgets, grants, funds, inventories, etc. to meet district, State, and federal requirements
- Create and maintain a variety of files (computer and hard copy including confidential files) to ensure accurate, up-to-date information is available
- Prepare and process various district documents including travel requests, purchase orders, timesheets, calendars, correspondence, memos, budgets, reports, etc. to provide information to district, staff, students, parents, and community
- Prepare and process various district documents to meet district, state and/or federal regulations
- Identify account coding and distribution by school
- Input various data into computer systems (student, financial, budget) to meet district, state, and federal regulations
- Generate reports and other required information
- Sort and distribute mail (internal and external)
- Attend and/or schedule meetings and training as required
- Order supplies, materials, and repairs as necessary
- Monitor student workers in office area
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of proper English grammar, spelling, and usage in both oral and written communication
- Knowledge of effective office operations and procedures, and alpha-numeric filing systems, district account codes, policies, and procedures, and state and federal policies and procedures

- Knowledge of basic accounting principles and budget, financial, and statistical record keeping
- Working knowledge of district-adopted software including Microsoft Office, Gmail, Substitute Online, and WESPaC
- Ability to operate a variety of office machines including telephone, copier, 10-key calculator by touch, dictation machine, PC computer, etc.
- Ability to read and interpret specific rules and laws and apply them with good judgment in a variety of procedural situations
- Ability to handle confidential matters and information in a professional manner
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks
- Ability to communicate effectively with co-workers, students, parents, and the public
- Ability to organize, set priorities, meet deadlines, attend to detail, follow through on a variety of assigned tasks
- Ability to understand and complete oral and written instructions
- Ability to compose, edit, and format documents using different software programs
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work
- Ability to type/keyboard accurately at a minimum of 45 words per minute
- Ability to lift objects weighing up to 40 pounds

Minimum Qualifications:

- High School diploma or equivalent
- 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.

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons, may be required to care for ill or injured children, and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The substitute shall be evaluated periodically by the Building Principal or Department Administrator or assigns pursuant to the currently established district procedures and evaluation criteria.

Classification History:

Job description developed January 2006.

Job description revised November 2006.

Job description revised January 2008.