

CASHMERE SCHOOL DISTRICT #222

JOB DESCRIPTION

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| <u>Position Title:</u> | Secretary I Position |
| <u>Definition of Position:</u> | To provide secretarial support services to the Principals and other assigned duties at Cashmere Middle School. |
| <u>Immediate Supervisor:</u> | Principal/Assistant Principal |
| <u>Minimum Qualifications:</u> | <ul style="list-style-type: none">* High school graduation or equivalent* Some post-secondary education and/or secretarial experience (records maintenance, receipting, depositing, Skyward, and balancing funds)* Efficient with technologies (webpage design, social media, word processing, spread sheets, Skyward, and data base entry)* Exceptional communication skills with students, staff, and all Cashmere Middle School Families (Fluent in Spanish preferred)* Ability to multi-task in a busy environment of phones, computers, printers, and people* Maintain a high level of confidentiality* Ability to work independently as well as part of team |
| <u>Major Responsibilities:</u> | <ul style="list-style-type: none">* Compile data (e.g. work orders, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests* Coordinate assigned projects (e.g. arrangements for conferences, meetings, travel, etc.)* Exceptional customer service, Interact professionally with internal and external persons (e.g. phone, email, in person, etc.)* Ability to translate documents, social media posts, emails, etc. into Spanish is preferred* Maintain a variety of manual and electronic documents, files, and records* Student registration, master scheduling and student scheduling* Maintain inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring availability and work efficiency* Support assigned administrator(s) and department staff (e.g. categorical programs, fiscal, enrollment, etc.)* Support for substitute system* Other duties as assigned |
| <u>Terms of Contract:</u> | |
| Salary | Per CSP Contract |
| Length of contract | 220 Days per Year |
| Leaves/Benefits | |
| <u>Schedule:</u> | TBD |
| | Letters of interest and applications accepted through Fast Track |

Cashmere School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 sbrown@cashmere.wednet.edu

Civil Rights Compliance Coordinator – Glenn Johnson, 210 S Division, Cashmere (509) 782-3355 gjohnson@cashmere.wednet.edu

Section 504/ADA Coordinator - Lisa Avila, 101 Pioneer Ave, Cashmere, (509) 782-2710 lavila@cashmere.wednet.edu