

CASHMERE SCHOOL DISTRICT #222

JOB DESCRIPTION

(Open to Current CSP Employees Only)

<u>Position Title:</u>	Secretary I / Athletic Secretary
<u>Definition of Position:</u>	Provide office and clerical support to Administration and Athletics at Cashmere High School
<u>Immediate Supervisor:</u>	High School Principal and Athletic Director
<u>Required Qualifications:</u>	<ul style="list-style-type: none">* High school diploma* Secretarial and clerical skills* Ability to use computerized systems (Skyward, Red Rover, Family ID)* Demonstrated ability to meet the public and work with colleagues in a positive manner* Ability to work with finances-including counting and receipting district funds, keeping track of balance, deposits and cash drawers* Ability to maintain confidentiality* Ability to work independently and be flexible* Ability to meet multiple demands and maintain high levels of quality work
<u>Desired Qualifications</u>	<ul style="list-style-type: none">* Post-secondary education and training* Experience in an office setting* Experience working with high school students* Ability to communicate in Spanish
<u>Essential Job-Related Activities:</u>	<ul style="list-style-type: none">* Produces and maintains records of all suspension / expulsion letters* Substitute Teacher Coordinator for High School* Manage School Lunch Program, record hot lunch numbers and balance accounts daily* Answer telephones and greet office visitors* Work in all areas of Athletics: schedules, meets, awards, student clearance through Family ID, physical paperwork
<u>Terms of Contract:</u>	
Salary:	\$21.62 - \$25.08 per hour
Length of Contract:	8.0 hours per day / 198 days per year
Benefits:	Health insurance benefits include medical, dental, vision, life and long-term disability plans through the School Employee Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS).
Leave:	Paid leave benefits include 12 days of sick leave accrued per year and 3 personal leave days. Benefits may be prorated based upon date of hire/FTE. Link to CSP Collective Bargaining Agreement
Schedule:	Letters of interest 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 – Scott Brown, 210 S Division, Cashmere (509) 782-3355 sbrown@cashmere.wednet.edu

Section 504/ADA Coordinator – Michelle Christensen, 101 Pioneer Ave, Cashmere, (509) 782-2710 mchristensen@cashmere.wednet.edu