
TITLE: Administrative Secretary – Edmonds-Woodway High School**Page 1**

Employee Group: Edmonds Association of Office Personnel (Public School Employees)**Reports to:** Building Principal**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Level D

JOB SUMMARY: This position provides secretarial support to building administrators and performs a wide variety of other clerical duties in support of the activities of the High School.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Provides secretarial support to building principal and assistant principal. Uses word processing, spreadsheet, and presentation software to develop, format, and proof correspondence, forms, memoranda, reports and confidential materials from handwritten drafts or verbal direction. Files evaluations of classified and certificated personnel. Creates and maintains principal's correspondence files. Completes mail merges, distributes building, parent, and community communications using electronic or US mail services.
2. Maintains administrators' appointment calendars using scheduling software. Schedules teacher goal planning and observations; schedules appointments and meetings as necessary. Records and transcribes meeting minutes. Coordinates travel arrangements for Principal or other staff as required.
3. Oversees school website; creates and maintains webpages; assists other users in designing webpages and posting updates; communicates with departments, clubs, staff and community groups to gather and disseminate web updates and relevant school news. Creates, organizes, proofs, and publishes electronic newsletter for students, parents, and staff. Prepares and uploads meeting minutes, staff documents, handbooks, and forms to the staff portal.
4. Coordinates senior graduation ceremony; collects information regarding scholarships, special honors, and post-secondary plans for graduating class; prepares seating arrangements, including ADA requests; assists principal with graduation planning and speech; creates ceremony program and oversees the design and printing of program; assists with ceremony setup as needed.
5. Uses spreadsheet and database software to create and maintain reports regarding test and other data. Compiles raw data from building administrators and creates charts and graphs using presentation software. Assists with testing coordination; creates testing calendar and bell schedules; communicates information to parents, students and staff.
6. Coordinates the rental of the school facilities including the gymnasium, theater, great hall and other rooms, following District policies. Receives information from students, staff, parents, and community groups regarding scheduled events, and responds to requests for use of facilities. Conducts tours of facility; determines availability and suitability of space for renters use, including appropriate conditions for use and site supervision requirements; approves requests as appropriate; issues keys to site supervisors; arranges for staff coverage for events including custodial help, site supervisor, and technical

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- support. Follows up after event to resolve problems with use, as needed. Reviews hours billed and ensures hours are consistent with rental agreement; resolves discrepancies by verifying hours worked with renter.
7. Oversees the reservation and rental calendar of the facility; organizes event information and creates school-wide calendar using computer software application; reviews schedule and resolves scheduling conflicts. Updates calendar daily; attends weekly calendar meeting to disseminate building-use information to staff regarding setup, site supervision, and custodial needs. Uses software program to list calendar events on building's electronic reader board. Composes and prepares weekly staff newsletter listing upcoming events and other information.
 8. Serves as receptionist for main office. Answers the telephone, responds to inquiries or directs callers to appropriate party. Greets and assists parents, students, staff and visitors. Refers questions to other staff as appropriate. Sends and receives fax messages for staff members.
 9. Collects and receipts payments for fines and fees from students and staff members. Assists students and staff with checking in/out textbooks and updates the computerized system; enters and clears fines and fees from the Skyward computer system.
 10. As a cooperating team member, provides support for multiple school recognition events and programs. Plans and coordinates Senior Academic Awards Night; requests nominations from staff; creates, prints, and distributes program script to staff and guest speakers; completes mail merges and prints certificates. Greets presenters, coordinates refreshments, and distributes awards and certificates.
 11. Annually updates, formats, and edits student and staff handbooks; updates information, dates, and procedures as needed; assists in selecting a printing vendor; helps distribute final product.
 12. Oversees mobile laptop cart reservations; coordinates check-in/check-out process; maintains spreadsheet for reservations and tracking on the staff portal.
 13. Updates and distributes electronic and paper copies of master class scheduling, including room numbers, staff names, office locations, and phone extensions. Arranges staffing interviews, assists new staff with phone setup, office space, keys and necessary paperwork. Creates and distributes end-of-year checkout for staff.
 14. Monitors health room activities; administers minor first aid to ill or injured students; contacts parents regarding ill or injured student; maintains log of students entering and leaving the health room; secures medications for students and provides access to medications as required; arranges with attendance office for dismissal of students who are returning home because of illness.
 15. Serves as a member of the building safety committee; creates evacuation charts, name signs, attendance sheets, and emergency drill schedule. Records fire, evacuation, and lockdown drills into a web-based crisis management system; participates in drills by communicating checked/cleared areas, and assist principal as needed. Maintains emergency evacuation kits; updates student and staff emergency contact information; produces emergency contacts lists for students and staff during drills and emergencies.
 16. Carries two-way radio; receives calls from administrators, security, and other staff regarding issues that need immediate response; assesses situation and determines proper action. Monitors Power Fail safe phone, District Emergency Response radio, and NOAA

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- transmitter.
17. Maintains the building key inventory and security. Checks keys in and out as required; maintains key holder database.
 18. Acts as assistant to Office Manager and fills in for Office Manager in case of absence.
 19. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS**Education and Experience:****Knowledge, Skills and Abilities:**

Knowledge of general office procedures.

Skill in operating all office machines.

Skill in utilizing windows-based software and various application programs, including Microsoft Word, Excel, Access, PowerPoint and Outlook.

Ability to create high quality presentation slides and ability to format usable data.

Ability to communicate effectively in person and in writing.

Ability to compose correspondence from verbal direction and to proofread and edit with correct grammar, spelling and punctuation.

Ability to set up and maintain effective filing systems.

Ability to handle confidential material in an ethical manner.

Ability to work independently with minimal supervision.

Ability to attend to detail and follow tasks through to completion.

Ability to work under stress with deadline pressures and frequent interruptions, and to quickly adapt to changing priorities.

Ability to effectively deal with angry or distraught students and parents in a calm, supportive and non-threatening manner.

Ability to establish and maintain effective working relationships with District staff, students, parents and the general public.

Licenses/Special Requirements:

None.

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WORKING CONDITIONS

Office environment; requires visual concentration on detail, dexterity and precision. Experiences frequent interruptions; required to meet inflexible deadlines.

PHYSICAL DEMANDS

Ability to sit for prolonged periods. Frequently required to stand; walk; use fine hand and finger movements (keyboarding); and reach with hands and arms.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

Developed by Human Resources, 07/96. Revised 11/99, 09/03 and 03/13.