HIGHLINE PUBLIC SCHOOLS **Job Description**

JOB TITLE: ADMINISTRATIVE SECRETARY

GROUP: Teamsters III – Office Support **LEVEL: 19** **FLSA STATUS: Nonexempt**

WORKDAYS PER FISCAL YEAR: 220 or 246 **HOLIDAYS: 13 or 14**

SUMMARY: The job of Administrative Secretary is done for the purpose of providing skilled administrative and secretarial support in a confidential environment to assigned department and/or administrative personnel. Responsibilities will vary with the individual assignment but typically will include coordinating and monitoring assigned activities; providing information, recommendations and/or direction to district personnel, parents, students, vendors and/or community members as requested.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, in-service events, scheduling, testing, recruiting events, communication process, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned administrator for the purpose of achieving goals and meeting target dates.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

- Processes documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, clock hour forms, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Relieves Director of administrative detail (e.g. attending meetings, responding to inquiries, etc.) for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator. May maintain calendars for Executive Director.
- Maintains department personnel data including timekeeping processes. Provides information regarding staff timekeeping to the Human Resources and/or Payroll Departments as needed.
- Supports assigned administrative personnel (e.g. annual testing, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent
Five years increasingly responsible clerical experience
Experience supporting executive level management

PREFERRED QUALIFICATIONS:

AA degree
Previous work experience in K-12 public education

CONDITION OF EMPLOYMENT:

Criminal background clearance
All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Modern secretarial practices
Principles and practices of accounting and budgeting
District policies, procedures and organization
Modern office equipment including a microcomputer and related software
Financial and statistical record keeping
School board policies and procedures

ABILITY TO:
Use multiple communication systems such as electronic mail, computers, document readers, smart boards, etc.
Communicate effectively verbally and in writing
Attend to detail and follow tasks through to completion
Organize work, problem solve and select action plans
Maintain effective working relationships with individuals and groups in a multicultural and diverse community
Remain flexible to changes in assignment or situations
Operate a variety of modern office equipment including microcomputers and related software
Provide technical leadership
Train and provide work direction to classified clerical employees
Contribute as a committed member to a learning team environment
Maintain records and prepare reports
Maintain a high level of confidentiality
Use a two-way radio in emergency situations
Transcribe statements from a Dictaphone
Attend to a variety of tasks in a highly active office environment
Comply with district and school board policies and procedures

REPORTING RELATIONSHIP: Reports to District Administrator or designee

EVALUATION: This position will be evaluated by the Principal or designee based on performance of duties and responsibilities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY
Updated Context and Disclosures sections, 2024.02.27
Revised condition of employment section and adjusted workdays/holidays, 2021.11.04
Updated by Human Resources as outlined by Teamsters business representative A.M., 2018.08.13 (see email dated 8/13/2018)
Updated to add EEOC statement, 2017.02.27
Updated Superintendent's statement, 2014.10.14
Updated "Ability To" section by Human Resources, 2014.04.11

Transferred to new format by Human Resources, 2013.12.12
Revised to add district introduction, 2013.09.24
Updated by Human Resources to EMS language, 2013/02
Updated by Human Resources, 07.2010
Revised by Human Resources, 04/2009
Nash & Company, Administrative Secretary, 09/2004
Previously – Secretarial positions were specified by individual department.

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166