



## **SCHOOL OFFICE PROFESSIONAL**

### **POSITION DESCRIPTION**

Position is eligible for membership in the Lake Washington Education Support Professionals.

### **SUMMARY**

All general administrative support positions are expected to perform common office procedures such as answering phones; providing information and customer service to students, employees and/or the community; word processing or data entry; and maintaining records while maintaining confidentiality. Although certain recurring tasks or responsibilities may be assigned to certain individuals within an office with multiple support positions, all employees in these positions are expected to contribute to keeping the office functioning effectively and efficiently.

### **ESSENTIAL FUNCTIONS:**

- Utilizes telecommunication systems to respond to others or direct to the appropriate person.
- Distributes mail, keys and messages.
- Greets the public, students and staff and provides information.
- Maintains files, calendars and student records.
- Responds to emergency calls.
- Monitors assigned activities and/or programs to ensure compliance with financial, legal and/or administrative requirements.
- Oversees student workers and volunteers, providing necessary instructions
- Reconciles cash accounts.
- Coordinates programs and activities to ensure proper communications to parents, students, staff and the public.
- Models appropriate behavior for staff and students.
- Follows LWSD policies, procedures and protocols.
- Will support the Health Room if the Health Room Secretary is unavailable. School Secretary will receive Health Room training and delegation of medication by the School Nurse if the School Nurse finds the employee to be competent to give medication.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Ability to speak fluent English
- Basic knowledge of computers and email
- Good written and oral communicational skills
- Ability to communicate essential information to parents, students and colleagues
- Good interpersonal skills, with flexibility to work with others as a team player and with a diverse population.
- Basic math skills
- Ability to read and follow instructions and solve practical problems
- Expected to regularly upgrade skills to meet changing job conditions
- Ability to follow prescribed guidelines for equipment use and operation

### **WORKING ENVIRONMENT**

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations, generally hazard free environment, and in a clean atmosphere. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling.
- Occasional lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent required
- Two years job related education and/or experience.

**Clearances**

Must pass criminal backgroundcheck

**Certificates and Licenses**

None

**FINALISTS WILL BE CONTACTED FOR ANINTERVIEW**

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.

**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE**