PORT ANGELES
SCHOOL DISTRICT

Position Opening

LEVEL I ATTENDANCE SECRETARY
HAMILTON ELEMENTARY
7.5 HOURS/192 DAYS

JOB SUMMARY DESCRIPTION:

This is for a full time Level I Attendance Secretary position at Hamilton Elementary. The primary responsibilities of this job are attendance and daily office business. This job requires a high level of communication skills: written, phone and in person. We are looking for a team player who is flexible, solutions focused and ready to support families and staff in ensuring student success. Assist in the facilitating of an orderly operation of the school and office. Perform secretarial and receptionist duties for the principal, staff and students. Carry out clerical and record keeping duties related to school operations.

DUTIES AND RESPONSIBILITIES:

- Provide a positive greeting and first impression of the school!
- School communication; telephone, students, staff, parents, community and inter school.
- Maintain all student attendance records.
- Communicate on a daily basis with staff and parents regarding students that are absent.
- Compile daily, weekly and monthly attendance reports, and attendance data as requested by my principal or staff.
- Manage and prepare written or verbal attendance correspondence for principal, staff and parents
- Assist in the maintenance of student demographics information in SKYWARD, health, attendance, boundary areas, family addresses, phone numbers, and emergency contacts.
- Assist students with all needs occurring at and related to school, including bussing to and from school.
- Assist students and staff in the health room and make emergency decisions involving students and staff, clean and bandage injuries, dispensing of student's daily medications, monitoring children with diabetes, assisting all that are ill and taking of temperatures. District training provided by the school nurse or designee. Record transportation notices and deliver notices to class.
- Maintain a clean and orderly office as well as the nurse's room.
- Sort and distribute US postal/interschool mail.
- Assist the Level II secretary and the principal with any other duties that are requested (meeting Level I Secretary requirements).

QUALIFICATIONS:

- High School Diploma
- Requires knowledge in English grammar and composition, arithmetic, and secretarial and office procedures as would be required by completion of a high school or secretarial school business curriculum.
- Requires advanced computer and typing skills, and the ability to operate a variety of office machines.
- Knowledge of PC windows Operating systems, Microsoft programs (Word, Excel, Publisher…), SKYWARD and Frontline systems.
- Previous secretarial or clerical experience, preferably in a school environment.
- Requires exceptional organizational skills, and flexibility to allow simultaneous comprehension of multiple tasks.
- Basic knowledge of First aid/ CPR.
- Requires the ability to relate well to others.
- Requires patience and courtesy in dealing with the public.
- Requires discretion in handling confidential information.
- Requires the ability to maintain strong productive work relationships with other employees, parents

MENTAL DEMANDS

- Requires organization and time management; requires concentration; exposed to frequent interruptions; requires adaptability and flexibility in working with different students, staff, parents, and community members; requires effective decision-making and problem-solving; requires substantial self-discipline in behavior and attitude; requires dealing with difficult, upset, or angry individuals on occasion.

PHYSICAL DEMANDS

- May be exposed to visual display terminal for prolonged periods; may require prolonged standing or sitting while performing the duties of this job. The employee is regularly required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear.
- Responding to stressful situations appropriately.
- Maintaining regular attendance and punctuality.
- All positions are on site and in person.

Wages – Level I Secretary $23.27 to $28.87 per hour Depending upon School District Employment
Benefits - Medical, Retirement, Basic Life/AD&D, Basic Long-Term Disability, FSA & HSA. Any employee anticipated to work at least 630 hours in the school year is eligible for benefits.

To apply, visit our website at: https://portangelesschools.org/about/employment. Only complete applications will be considered. If needing assistance, call HR at (360) 565-3729.

PASD Non-Discrimination Statement
Port Angeles School District is an Equal Opportunity Employer
Port Angeles 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 Coordinators, Civil Rights Compliance Coordinators: Scott Harker, 905 W 9th St. Port Angeles, WA 96363, (360) 457-8575, sharker@portangelesschools.org, for Section 504/ADA Coordinator Michaela Clancy, 905 W 9th St. Port Angeles, WA 98363, (360) 457-8575, mclancy@portangelesschools.org.

The Port Angeles School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Deputy Associate Superintendent located at 905 W 9th St, Port Angeles, WA 98363, 360-457-8575.