

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Administrative Assistant: Elem & MS Registrar**

Reports to: **Building Administrator**

Directed by: **Building Administrator**

Work Year: **SVAPA 200 Day**

FLSA Status: **Non-Exempt**

Classification: **Secretarial-SVAPA**

Supervises: **None**

Salary: **As Stated in Schedule**

Position Summary: Maintenance of student's records and reports, computation of data, answering phones, and correspondence with other schools and general community.

Qualifications Required:

A comparable amount of training and experience may be substituted for the minimum qualifications.

- High School Diploma/GED.
- One or more years of applicable office experience.
- First Aid/CPR certificate, or ability to obtain within 60 days of hire.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Previous experience in a public school setting or related learning/development environment.
- Post-secondary education.
- Basic knowledge of Skyward software.

Essential Functions and Responsibilities:

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Provides general office support, including but not limited to, answering the phone; interacting with staff, students, and community members; communicating via email, phone, and other District-approved communication tools.
2. Creates and maintains a welcoming and friendly office environment.
3. Maintains student records and records restraining orders using Skyward software.
4. Maintains daily attendance records, attendance-related documents. and communications.
5. Prepares District, State, and Federal reports in a timely manner.
6. Maintains registration records, including enrollment and withdrawal of students.
7. Prepares and maintains electronic records of students.

8. Assists staff with grading procedures.
9. Mails student transcripts and/or records.
10. Custodian of, and dispenser of, information regarding Family Educational Rights and Privacy Act (FERPA).
11. Assists with creation and distribution of master schedule.
12. Assists with Health Room as needed.
13. Oversees and assists in screening of visitors and door monitoring.
14. Provides support during emergency drills and emergency situations.
15. Assists with supervision of students sent to the office for disciplinary reasons.
16. Maintains files and records to comply with Washington State Records Retention policies.
17. Actively pursues continuous learning and professional growth.
18. Practices professional growth and maintain technical knowledge by attending conferences and trainings.
19. Complies with all district policies and procedures.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to accurately enter a variety of data into a computer system, to monitor and track data, to reconcile data, and to identify and correct errors and discrepancies.
3. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
4. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
5. Demonstrated ability to work on multiple tasks simultaneously.
6. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
7. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
8. Demonstrated professionalism through conduct, punctuality, and minimal absences.
9. Demonstrated ability to adapt to a variety of working situations and learn new skills.
10. Demonstrated ability to follow oral and written directions.
11. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
12. Demonstrated strong initiative and self-motivation.
13. Demonstrated strong organizational skills and ability to focus on details.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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.

2. *Physical Demands*- Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
3. *Work Environment*- Well lit, carpeted, occasional high noise level when in office.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of staff.

Approval/Revision Date: November 7, 2023.

General: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.