

TOPPENISH SCHOOL DISTRICT

August 11, 2025

JOB ID: 748

POSITION ANNOUNCEMENT

DISTRICT WIDE

SUBSTITUTE

SECRETARY OR CLERK

TIME OF WORK VARIES – TEMPORARY POSITION

ON-CALL AS NEEDED

QUALIFICATIONS:

- High School Diploma or GED required.
- A.A. Degree or previous office experience required.
- Must have knowledge of office and bookkeeping procedures.
- Must possess clerical typing skills (50 wpm).
- Computer knowledge and skills required. Experience in Excel, or other accounting software required.
- Experience on WESPAC/Skyward system (state's computer system for schools/student records) preferred.
- Knowledge of office machines required.
- Ability to communicate well orally and in writing.
- Demonstrated capability to assume responsibility with minimal supervision and exercise the highest level of confidentiality.
- Demonstrated tolerance to work related stress, ability to maintain composure under difficult circumstances.
- Ability to develop and maintain effective and cordial relationships with students, parents, staff, and community members.
- Bilingual/biliterate in English and Spanish **REQUIRED**.

APPLICATION PROCEDURE:

Interested candidates need to complete an external application through Frontline Recruiting & Hiring
<https://www.applitrack.com/toppenish/onlineapp/>

RCW 49.58.110 REQUIREMENTS

Salary Range: \$20.17 - \$27.63 (Depending on Qualifications, Skills and Position)

Benefits Included: N/A

Nondiscrimination Statement: Toppenish 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator
Sandra Birley, Special Education Director
306 Bolin Drive: Toppenish, WA 98948
509-865-4455
sbirley@toppenish.wednet.edu

Title IX Coordinator
Daniel Sanchez, Athletic Director
141 Ward Road: Toppenish, WA 98948
509-865-3370
dsanchez@toppenish.wednet.edu

Civil Rights Compliance Coordinator
Calisa Castillo, Human Resources Director
306 Bolin Drive: Toppenish, WA 98948
509-865-4455
ccastillo@toppenish.wednet.edu

Toppenish School District Board Policies and Procedures regarding Sexual Harassment, Nondiscrimination and Affirmative Action, and Prohibition of H.I.B. can be found at on our District website: <https://www.toppenish.wednet.edu/Page/4341>

If you believe you or a student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns. To file a complaint, please access this website:

<https://www.toppenish.wednet.edu/Page/4341>