

**VASHON ISLAND SCHOOL DISTRICT
POSITION DESCRIPTION**

BUILDING SECRETARY

GENERAL SUMMARY

Facilitate the orderly operation of the school office. Perform secretarial and receptionist duties for and assist the Building Administrator, teaching staff, specialists, students, and parents as needed. Perform clerical and record-keeping duties.

ESSENTIAL FUNCTIONS:

Under the supervision of the Building Administrator, the position performs some or all of the following typical duties:

- Serve as office receptionist (e.g. school communication – phone, inter-school, community, families – in-person) when needed.
- Prepare and manage incoming and out going office correspondence.
- Open and distribute mail, Xeroxing, filing, etc.
- Assist in the development and update of forms.
- Prepare and maintain any records that are required by federal, state and district agencies.
- Provide basic first aid care to ill or injured students and administer medication as authorized in absence of school nurse.
- Registration and withdrawal of students.
- Maintain student confidential files according to WAC procedures and guidelines.
- Assist in preparation for school opening and closing.
- Perform additional duties as requested by the Building Administrator.

REPORTING RELATIONSHIPS

- Reports and receives direction from Building Administrator.

COGNITIVE 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.
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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.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum high school business curriculum, plus additional college or business-school experience. Advanced skills in English grammar and composition, accurate typing, note taking, record-keeping, and basic accounting. Excellent organizational skills. Ability to handle multiple talks simultaneously. Knowledge of Microsoft Office and Microsoft Publisher programs. (Familiarity with advance computer technology and database management preferred.) A calm and cordial manner with the public, in person and on the telephone. Ability to maintain confidentiality, attends to detail, and work under time-pressure.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with staff.
- Ability to follow and give instructions
- Ability to work as a team member.
- Excellent telephone skills and mannerisms
- Demonstrated skill in reading, writing and communicating, and basic math
- Knowledge of correct grammar, spelling, composition skills, and English usage
- Excellent keyboarding/word processing skills
- Ability to operate general office machines.
- Ability to use computers and various software packages.
- Ability to attend to detail and follow tasks through to completion
- Ability to complete multiple tasks at the same time and meet deadlines with frequent interruptions.
- Ability to be fair and consistent when working with others.
- Ability to remain flexible to changes in duty assignments
- Ability to handle stressful situations
- Ability to maintain confidentiality
- Willingness to obtain training in First Aid and CPR as offered by District.

CONDITIONS/ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
