

WISHRAM SCHOOL

Invites applications for the position of DISTRICT SECRETARY/DISTRICT DATA COORDINATOR

Wishram School District No. 94 is announcing an opening for the job of the District Secretary/District Data Coordinator. The person in this position will manage the front desk of the school administration office. This person will work closely with the school administrators requiring the utmost ability to maintain confidentiality. This job, as in all jobs in a small school, has many roles within the title including secretary, registrar, student data management, student first aid, administrative assistance and there are a multitude of job functions within each of the many roles handled by the person in this position. This is a critical front line position that will have face to face contact with the public, students, parents and staff every day and will rely on the use of technology to streamline and manage all of the responsibilities of this position. The ideal candidate will have a calm, welcoming and professional demeanor while managing the pressure of many deadlines and the daily demands of the job.

SELECTION PROCESS

A Screening committee will determine the candidates to be interviewed and will conduct interviews with the help of staff. The Superintendent will make a selection based on the recommendation of the interview committee.

MINIMUM EDUCATION QUALIFICATIONS

High School Diploma or equivalent

Essential functions: (to include but not be limited to)

Provide confidential clerical support to administrative personnel; communicate information to staff, the public, other districts and education-related institutions and businesses through multiple media; secure substitute employees as needed and direct substitute personnel to their job assignments; ensure compliance with financial, legal and administrative requirements as well as use sound judgment when dealing with ambiguous situations where there are no written rules or directives to follow. The person in this position will efficiently handle the District telephone system; have considerable public contact and will be expected to receive, screen, and answer inquiries from students, staff and general public; route calls, give directions and respond to requests for information; and support the general day-to-day operational functions required in the building. Secretarial duties include assisting with district office functions such as Accounts Payable, Payroll, Purchasing, Transportation reporting and other data administrative assistance as needed. The District Data Coordinator will facilitate student enrollment and withdrawal from school entering all cumulative file information, immunizations, test scores and any fees owed to previous school district. Enter

transcript information for new students, maintain accurate records and request records for new student enrollment. Transmit transcripts to requesting parties and manage Choice Transfer process for new and returning students. Generate report cards. Will assist in building and maintaining master schedule. Will change student schedules and process paperwork. Will handle first aid situations (cuts, bruises, broken bones, bleeding, etc.) in a calm manner.

Other functions: To be assigned as needed – the functions of this district support position may change as needed to meet the needs of the school district.

Job requirements:

- Must be punctual and dependable with demonstrated ability to attend work on a regular and reliable basis. **Attendance is a critical necessity for this position.**
- Excellent technology skills. The ability to develop digital solutions using current technology and assist others in use of new technology. Computer experience with knowledge of Microsoft Word and Excel required and the Google Suite (Docs, Sheets, Drive, Forms)
- Demonstrated ability to use sound judgment in working with parents, students, staff, and community.
- Must be detail oriented, able to multi-task and collaborate with co-workers.
- Efficiently handle the District telephone system;
- Possess excellent skills in spelling, grammar, punctuation, and written/oral communications.
- Demonstrated record keeping skills, working accurately with figures and using good organizational systems.
- Demonstrated ability to work with minimum supervision in a busy office with many interruptions.
- Valid first aid card required (or ability to obtain in a reasonable time)
- Demonstrated ability to handle confidential information.
- Demonstrated ability to work within a team. Must be flexible and able to work well with others
- Criminal history fingerprint check through WSP and FBI.

Preferred qualifications and skills:

- Applicable work experience

Working conditions:

- Daily face to face contract with the public, staff and Pre-School-12th grade students.
- Sitting at a desk for several hours per day.
- Standing and walking intermittently throughout the day.
- Temperature fluctuations due to proximity of the building front doors.

THE APPLICATION PROCESS

To be considered, a candidate must have all the following materials on file with the school. The position is OPEN UNTIL FILLED.

1. Current resume
2. Three letters of recommendation (*within last 3 years*).
3. Documentation of education (*High School Diploma, transcripts etc.*)
4. Completed District **Classified Employment Application**
(*Download from Wishram School website*)

Submit all application materials to Wishram School – Attention to DISTRICT DATA COORDINATOR

Wishram 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: Civil Rights Coordinator: Superintendent/Principal P: 509-767-6090, Chris.schumaker@wishramschool.org; Title IX Coordinator: Director of Operations, P-509-767-6090, tye.churchwell@wishramschool.org; and 504 Coordinator: Title I/LAP Coordinator, P-509-767-6090, Shannon.boucher@wishramschool.org Address: P.O. Box 8, Wishram, WA 98673.

*** PENDING SCHOOL BOARD APPROVAL**

Position Information

Schedule	Monday-Friday, 8 hours per day, 6:30AM-3:15PM (Schedule may vary)
Days per year	216-250
Benefits	Medical, Dental and Vision Insurance, WA State Retirement (SERS), Life and AD&D insurance, Long-term disability insurance, Paid time off, Sick Leave, 5 paid holidays
Start Date	Immediate
Compensation	Classified salary schedule.

2024-2025 Classified Compensation Schedule	
STEP/Year	Rate/hr
1	\$19.97
2	\$20.77
3	\$21.59
4	\$22.49
5	\$23.40
6	\$24.33
10	\$24.68
15	\$25.20
20	\$25.99