



# Quileute Tribal School

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## JOB DESCRIPTION

### **JOB TITLE: School Secretary-Administrative Support**

EXEMPT: No  
SALARY LEVEL: Depending on experience (\$16 to \$20 per hour)  
SHIFT: 8 hours per day – Full Time - 260 days per year (8:00 am – 4:00 pm)  
LOCATION: Quileute Tribal School  
EMPLOYEE: Classified Employee  
REPORTS TO: Principal, Student Services Director, and Superintendent

REVIEWED BY: Anita Baisley, Sheri Crippen, and Mark Jacobson

APPROVED BY: Mark Jacobson, Superintendent DATE: January 5, 2018

**SUMMARY:** Under the general supervision of the Principal, the School Secretary is responsible for providing support services to the Principal, Special Programs Director, and the Superintendent, as needed. The Secretary assists in the management of the K-12 school offices and provides serves to students, parents, staff, and the public; promotes positive public relations for the school.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Attention to detail is essential.
- Must be able to effectively collaborate and build positive relationships with students, parents, staff, and others.
- Must report to work daily and on time.
- Provide clerical and other support to the administrative team and teaching staff as needed.
- Ensure that the school operates in a consistently organized manner every day.
- Act as liaison between the community, the school staff and other internal and external stakeholders
- Coordinate appropriate documents for communication between offices, departments, and others.
- Works with the school's receptionist and Business Office to maintain and oversee all recordkeeping for students and staff.
- Adhere to rigorous student and staff confidentiality protocols in all circumstances.
- Act as first point-of-contact to callers, relay messages, and transfer calls as appropriate.
- Arrange conferences, meetings, and travel reservations for administrative personnel both using school resources and out-of-school arrangements.
- Complete forms in accordance with school procedures, following education requirements.
- Compose, type, and distribute staff and department meeting notes and routine correspondence.
- Generate and distribute reports as appropriate.

- Handle visitor inquiries, and direct them to the appropriate person according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Distribute newsletters and other information in an economical and time-sensitive manner.
- Maintain master schedule and event calendars; cross reference with district timelines and facility availability.
- Make copies of correspondence and other printed material.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Collect and disburse funds from cash accounts; keep accurate records of collections and disbursements (ASB).
- Record attendance and absences; make phone calls as appropriate.
- Test, operate, promote and troubleshoot new office technologies as they are developed and implemented.
- Manage projects from a clerical perspective, and contribute to committee and team work.
- Ensure email best practices and coordinate the flow of information both internally and with other organizations.
- Order, track and dispense supplies.
- Review work done by others to ensure that school formatting and content policies are followed; revise as necessary. Prepare and circulate curriculum documents.
- Reconcile accounts.
- Able to maintain records with a high degree of accuracy.
- Able to work as part of a team.
- Able to work with frequent interruptions.
- Operate office equipment such as fax machines, copiers, and phone systems; and use computers for spreadsheet, word processing, database management, and other applications

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Keep the administrative team informed of activities and/or problems on a regular and ongoing basis in areas of responsibility.
- Maintains attendance and daily log on days if/when supervising ISS and holds students accountable.
- Attends staff meetings and training as scheduled and/or directed.
- Because we have a small staff, it may sometimes be necessary to substitute for others.
- Performs related duties consistent with the job description and needs of the school as assigned.

#### **REQUIRED QUALIFICATIONS:**

- Knowledge of general secretarial procedures including: requires excellent grammar and proofing skills; keyboarding skills of 60 words per minute; the ability to work effectively in an environment with frequent employee contacts and multiple telephone calls; the ability to interact with adolescents in a warm and confident manner; the ability to concentrate and consistently produce accurate work while accomplishing multiple tasks

and prioritizing to meet short deadlines in a fast paced environment; requires professional telephone etiquette; working knowledge of office equipment (i.e. fax machine, copier); position also requires initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential; ability to maintain confidential information; position requires a professional and courteous demeanor for staff and general public. Must satisfactorily pass a pre-employment background check and drug screening and random drug testing throughout employment.

**EDUCATION AND EXPERIENCE QUALIFICATION PREFERRED:**

- High school diploma or G.E.D. Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements for the position.
- Valid Washington State driver's license
- Current first aid/CPR certification (may earn during first year of employment).
- Must pass initial drug screen and random screening thereafter.

**MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED:** Computer and office equipment; copy machine, fax, and phone systems.

**VEHICLES OR MOVING EQUIPMENT USED:** Passenger vehicles under 20,000 GVW.

**TRAINING REQUIRED:** Using the school's phone and internet systems. Safe Schools Training (Asbestos, Blood Borne Pathogens, confidentiality, and others as assigned). Other training may be assigned depending on needs of the school and the employee.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret written materials in English.

**REASONING ABILITY:** Ability to reason and solve practical to complex problems and deal with a variety of student misconduct situations where only limited standardization. Ability to apply a variety of student management techniques to improve student behavior.

**PHYSICAL DEMANDS:** The physical demands 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.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls and type; reach with hands and arms; and talk or hear. The employee is frequently required to sit for long periods of time; walk, climb or balance, stoop, kneel, and crouch.

The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions. While performing the duties of this job, the employee will most frequently be in a building with carpeting and thermostat controlled rooms. The employee may occasionally work in outside weather conditions (e.g., walking between School buildings or carrying supplies or records to/from storage or testing areas).

The noise level in the work environment is usually moderate to low.

**HAZARDS/OBSTACLES:** Employees are sometimes exposed to hazards such as chemicals and dust particles, uneven sidewalks or walkways, and unforeseen hazards such as electrical shock, weather related conditions (ice, heavy wind and rain, flooding, heat, cold).

**UNPROTECTED HEIGHTS:** No unprotected heights are affiliated with this position.

<b>AMOUNT OF DAY SPENT:</b>	<b>(Hours at one time)</b>	<b>(Hours during full day)</b>
Sitting	60-180 minutes	5 ½ -- 6 ½ hours
Standing	15-30 minutes	1-2 hours
Walking	10-20 minutes	½ hour

**WORK/REST CYCLE:** One 15-minute break every 4 hours; 30-minute paid lunch.

NOTE: 15-minute break may not be used to extend lunch or at the beginning/end of the scheduled work day.

**EMPLOYEE WORKS:** 8 hours per day (8:00 am to 4:00 pm) with a 30-minute paid lunch.

NOTE: Hours may be adjusted to meet the needs of the School.

### **PERFORMANCE EVALUATION**

Performance of this position will be evaluated annually in accordance with provisions from the Board's policy on the Employee Performance Evaluation System.

**PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:**

**REQUIRED ACTIVITIES**

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Occasionally	Upper Body	0-20	Adding paper to printer or fax; locating and filing materials; accessing supplies and materials; managing student test materials.
Stoop/Bend	Frequently	Arms, Legs, Lower and Upper Body, Hands	0-10	Same as above
Squat	Occasionally	Legs, Lower Body	0-10	Same as above
Kneel	Occasionally	Legs, Lower Body	0-10	Same as above
Push/Pull	Occasionally	Arms, Legs	0-10	Same as above
Climb	Occasionally	Legs	0-100	Stairs/steps
See	Constantly	Eyes	N/A	Reading instructions; reports, bulletins, and written instructions

	Frequency	Body Part	lbs.	Activity
Hear	Constantly	Ears	N/A	Monitoring and using office equipment/phones; listening to questions, comments, conversations and directions from supervisor, parents, staff/students, and others
Speak	Constantly	Voice	N/A	Responding to and asking questions, comments, conversations and directions from supervisor, School staff/students, trainers, and others

**REQUIRED LIFTS**

	Frequency	Body Part	Range/Height	Activity
0-10 lbs.	Constantly	Legs, Arms Hands	0"-30" to 5'	Operating office equipment and filing records; moving office records and supplies; removing, refilling and/or replacing equipment cartridges and supplies;
10-35 lbs.	Occasionally	Legs, Arms, Upper and Lower Body	1"-30" to 25'	Same as above
35+ lbs.	Occasionally	Legs, Arms Upper and Lower Body	1"-30" to 25'	Same as above

### REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 150'	Same as above
10-35 lbs.	Occasionally	Arms, legs	1" to 150'	Same as above
35+ lbs.	Occasionally	Arms, legs	1" to 150'	Same as above

### REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Moving records and supplies
Reach at Shoulder	Frequently	Arms	0-10/3'	Same as above
Reach Below Shoulder	Constantly	Arms	0-40/3'	Same as above
Manual/Finger Dexterity	Constantly	Arms, Wrists, Fingers	0-10/3'	Typing; refilling and maintaining office equipment; filing and sorting records

### SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

Key to Environmental Factors Rating

NP = Not present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 33% of the time

F = Frequently- From 33% to 67%

C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 99%	C	Working in an office or classroom environment
Outside 1%	S	Walking from one building to another
2. Extreme Cold	S	Walking from one building to another
3. Extreme Heat	S	Walking from one building to another
4. Wet/Humid	O	Rain 120 to 160 inches per year
5. Noise (in Decibels)	50 – 60	This is the general approximate range for an office environment for the essential functions of this position; If around power tools, ringing phones, cleaning equipment or vehicles, the level may occasionally rise to 80
6. Hazards		
a. Mechanical	S	
b. Explosives	S	Batteries
c. Electrical	S	Office equipment
d. Radiant Energy	O	
e. Burns	S	Electrical
f. Other hazard(s)	S	Wet surfaces (slipping)
7. Atmospheric Conditions		
a. Fumes	S	Cleaning solvents
b. Mists	NP	
c. Odors	S	
d. Gases	S	Copy machines, printers
e. Dusts	S	Printing paper, inside computers, printers
f. Poor ventilation	S	File server/phone room, storage rooms and in buildings without much ventilation
g. Other atmospheric hazards	NP	
8. Protective clothing/Devices	S	Used when performing first aid

**Comments:** The Data Entry Support employee must remain organized, firm and pleasant while interacting with students, staff and ESD, BIE, BIA, and DOI officials and vendors.

**Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), there will be no discrimination in selection due to race, color, age, sex, national origin, physical handicap, marital status, politics or membership/non membership in any employee organization.**