

NESPELEM SCHOOL DISTRICT

Administrative Assistant to School Principal - Intern



POSITION SUMMARY:	<p>Classified Exempt Position 10 Hrs. a day/4 days Salary Range-\$45,094 - \$53,892</p>
SUPERVISOR:	Superintendent/Principal
ESSENTIAL FUNCTIONS:	<p>The Administrative Assistant provides general secretarial services utilizing word processing, spreadsheets, fiscal applications, presentation, and publishing software, as well as responsible for filing, transcribing letters, taking messages, correspondence, coordination of routine tasks, communication with parents, community and vendors along with other office duties.</p> <ul style="list-style-type: none"> ➤ Provides high level of administrative duties to the Superintendent/Principal. ➤ Requires the maintaining of confidentiality of information and records at all times. ➤ Provides secretarial support to the Superintendent/Principal by performing daily and specially assigned duties such as; attendance lunch counts; free and reduced meal applications; compiles and submits state report for enrollment and food service; and assisting in building activities. ➤ Responsible for scheduling appointments for the Superintendent/Principal and assist with maintaining calendars. ➤ Maintains appropriate files, reports, procedures manuals and correspondence; researches and troubleshoots problems and issues. ➤ Assist with preparing, posting and advertising positions within the district. ➤ Impact Aide, foster and military care, truancy and Indian Education. ➤ Participates in the District Leadership Team. ➤ Assists with public records requests. ➤ Maintains the Comprehensive Education Data and Research System. ➤ Assists in First Aid medical care to ill or injured students. ➤ Substitute coordinator. ➤ Assists transportation with routes and schedules. ➤ Participate in in-service and related professional growth activities, as assigned and appropriate. ➤ Operate office equipment including computers, copiers, fax machines, calculator and typewriter. ➤ Maintains Title VI, Title VII eligibility records ➤ Assist vendor and distribute packages ➤ Attendance Coordinator ➤ Other duties as assigned.
QUALIFICATIONS:	<ul style="list-style-type: none"> ➤ Associate Degree or higher as documented by an official transcript or two years of study (72 quarter credits) OR Educational Testing Service (ETS) ParaPro Assessment with a score of 461 or higher. ➤ 2 years' experience in school districts or public entities preferred. ➤ Ability to work as a team member. ➤ Ability to communicate effectively and professionally both orally and in writing. ➤ Demonstrated exceptional organizational and telephone skills and ability to work with frequent interruptions and meet deadlines.

	<ul style="list-style-type: none"> ➤ Ability to relate to a wide range of people, at times in stressful situations. ➤ Demonstrated 10-key, and experience in spreadsheet and data processing; proven experience with Microsoft Office Suite. ➤ Ability to maintain confidentiality in all situations. ➤ Ability to work with a high degree of accuracy. ➤ Attendance and punctuality are important in this position.
WORKING CONDITIONS & PHYSICAL REQUIREMENTS:	<p>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 accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job's functions require the following physical demands:</p> <ul style="list-style-type: none"> ➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull. ➤ Ability to lift up to 30 lbs.
TERMS OF EMPLOYMENT	<p>Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.</p>
PROCEDURE:	<ul style="list-style-type: none"> • Application procedure can be found at http://www.nsdeagles.org • Click on Job openings • Click on how to apply <ul style="list-style-type: none"> ➤ Position opens ➤ Position opened until filled ➤ Screening & Interviews TBD ➤ Position begins as soon as possible
<p>Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.</p> <p>Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.</p> <p>The Nespelem 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. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator-Tanya Bunting and Section 504/ADA Coordinator.</p> <p style="text-align: center;">Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541. Nespelem School District is an Equal Opportunity Employer</p>	