

BRINNON SCHOOL DISTRICT #46
Job Description

ADMINISTRATIVE SECRETARY

Responsibilities

- Present a professional presence as first point of contact for visitors coming into the BSD office. Appropriate professional dress required.
- Answer phone for the district. Route calls. Record messages as needed.
- Monitor security cameras of school campus via dedicated computer on front desk.
- Perform the role of registrar for the district. Process enrollment paper work ensuring necessary documentation such as birth certificates, immunization paper work and free and reduced forms are completed. Enter all information into the Skyward Student Information System (SIS).
- Complete state and federal reports for the Office of Superintendent of Public Instruction (OSPI). Yearly reports include the Civil Rights Data Collection (CRDC), Behavior and Weapons, and Harassment, Intimidation and Bullying.
- Provide support for the Consolidated Program Review and iGrants, as needed.
- Work within the Comprehensive Education Data and Research System (CEDARS), a longitudinal data warehouse of educational data. Student data includes demographics, enrollment information, schedules, grades, and program participation.
- Input enrollment data on a monthly basis to the School Apportionment and Financial Services (SAFS) system. Develop and maintain class rosters throughout the year.
- Perform the role of Education Data System (EDS) Administrator. This application allows administrators the ability to change personal information and assign access to applications for people whom they have authority to change.
- Work within the Washington State School Directors' Association (WSSDA) DocsOnline system, to retrieve current district policies and procedures. Once new policies are updated and/or approved, customize them and upload them to the school webpage.
- Perform the role of CHOICE Transfer Coordinator. Involves using the CHOICE Transfer System within EDS, to facilitate out of district transfers.
- Work closely with OESD 114 for worker's compensation, safety and health compliance. Implement and maintain the district Accident Prevention Program (APP).
- Order supplies for the school, using appropriate and approved vendors, such as KCDA.
- Perform the role of Webmaster for the district. Create and maintain school website.
- Create the school newsletter, the BUGLE. Involves gathering content, editing, formatting, copying and folding 800 copies for the Brinnon Community, to be mailed via the US Postal Service. Microsoft Publisher or other high quality software must be used.
- Create and update the Student Handbook on a yearly basis, working closely with superintendent. Gather and organize start of school year documentation such as technology paperwork, publicity consent forms, and handbook acknowledgement forms.

- Work with business manager and administrator to oversee staff Off-Site Forms, used to communicate staff schedules and arrange substitute or in-house coverage for employee absences. Also, work in coordination with administrator to secure substitutes during off hours, this requires being available (via technology) beyond regular work hours.
- Step in as needed to fill in roles of lunch room support and recess duty personnel.
- Process employment and volunteer applications. Involves processing Washington State Patrol and National Sexual Offender background checks.
- Maintain student records in the Skyward SIS, as well as hard copy student cumulative files. Includes inputting and printing reports on attendance, discipline and report cards, as well as using data mining to create custom reports.
- Copy student cumulative files as needed when a student transfers in and/or out of the district.
- Have knowledge of, and adhere to the Family Educational Rights and Privacy Act (FERPA). Uphold student confidentiality and privacy.
- Have knowledge of, and adhere to records retention schedules. Archive documentation appropriately.
- Work closely with school nurse to record and monitor student immunizations and compliance. Access the state immunization website (WAIS) to pull student vaccination records. Update Skyward with vaccination information.
- Provide medication to students during the school day. Involves working with parents to obtain the proper paper work from the doctor, count and receive medication, dispense medication to students as prescribed by health care provider. Receive training from school nurse on how to dispense medication and maintain accurate records.
- Assist students throughout the day including making parent phone calls, making copies, getting classroom supplies etc.
- Assist students throughout the day with first aid and emergency situations. Support includes providing bandages, taking temperatures, and assessing a student's overall health to determine if parent pick up is necessary.
- Assist superintendent with coordination of all health and dental screenings, i.e. hearing/vision, SmileMobile, immunization clinics etc.
- Work closely with Washington State Risk Management Pool (WSRMP). Complete the yearly Risk Assessment Survey (RAS). Communicate with WSRMP regarding questions of insurance and liability.
- Create programs for various school events including the Winter Program, Talent Show, 8th Grade Promotion etc.
- Maintain district checking accounts, including receipting money, making (weekly) bank deposits to US Bank in Quilcene, and depositing checks to county treasurer.
- Prepare weekly calendar of events for staff. (Bobcat Weekly)
- Distribute and deliver mail from post office.
- Clean, plunge toilets and clean up vomit, as necessary.
- Order and coordinate volunteer donations of supplies.

- Work closely with Food Backpack program volunteers. Maintain confidential lists of students who receive this assistance. Facilitate weekly delivery of bags to students.
- Assist staff members with copying and administrative tasks as requested.
- Work with the company FlashAlert, who provides the technical platform for contacting the media when there are school closures or delays. Work closely with the administrator and transportation director over the phone to determine school delays or closures. Use the FlashAlert system to post the information.
- Assist teachers and staff by monitoring students in the classroom when impromptu breaks are needed.
- Maintain operation of the office copy machine. Clear jams, contact vendor when necessary for repairs. Order supplies for machine.
- Prepare and maintain emergency phone tree, staff and student contact lists.
- Conduct two-way radio communication with school bus drivers. Be knowledgeable of bus routes to assist drivers.
- Responsible for taking transportation requests from parents, and ensuring students have Transportation Route Memo notes to give to their bus driver ensuring their safe delivery.
- Maintain security of the facility. Secure the school in absence of contracted custodians.
- Maintain inventory of all keys for the school and grounds. Check out keys to staff members and contractors as necessary.
- Assist superintendent with emergency drills and record all drills in Rapid Responder.
- Set up all SafeSchools training for staff as needed.
- Schedule facility use.
- Perform duties for the Superintendent and Board of Directors.
- Attend board meetings, record/transcribe and maintain board meeting minutes and related information. Assemble documents for the meeting and load them electronically on laptop computers for the board to use during the meeting. Upload board minutes to the webpage. Monitor board election cycle.
- Attend District Contacts meetings at the OESD in Bremerton once a quarter.
- Keep office area organized for staff use.
- Coordinate and schedule school picture day and retake day.
- Perform other duties as assigned.

Qualifications

- Demonstrated commitment to the principles of confidentiality.
- Excellent ability to communicate both orally and in writing, demonstrating proper use of grammar, punctuation and spelling.
- Ability to organize, prioritize and complete tasks with multiple interruptions.
- Proficiency in Microsoft suite of software tools, primarily Word, Excel and Publisher.
- Accuracy and attention to detail.
- Professional communication and interaction with students, staff and the public.

- Ability to multi-task a must.

Preferred

- Experience working with children and the public, in a school setting or front office.
- Experience working with CEDARS (student & staff accountability state programs).
- Ability to work with minimum supervision.

Additional

- This is a classified confidential position.
- Benefits, as available to qualified staff are allocated.