

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: July 24 – 30, 2008

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Administrative Secretary – CTE	8 hpd/260 days	Knox

Salary: OEAPA Range 20: (\$16.10 - \$19.21 per hour)

JOB TITLE: Administrative Assistant to the Director of Career and Technical Education (CTE) – OEAPA Range 20

Job Purpose Statement/s: The job of Administrative Assistant to the Director of Career and Technical Education is for the purpose/s of providing confidential secretarial and administrative support to the Director of Career and Technical Education and the CTE department, supporting the K-12 Teaching & Learning office, and ensuring the smooth flow of information and services to staff and the public.

Essential Job Functions:

- * **Coordinates and monitors** assigned activities and/or program components (e.g. CIP codes, education code, district requirements, program budgets, state, local and federal grants, student co-op worker records, travel of CTE Director and staff, contracts, purchase orders, etc) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- * **Oversees, audits, and manages** budgets and expenditures of 27 CTE programs.
- * **Assists** with development of CTE District Wide Plans, advisory committee meetings and membership, travel and professional development for K-12 Teaching & Learning.
- * **Composes** documents (e.g. correspondence, surveys, agendas, minutes, bulletins, reports, etc) for the purpose of conveying and gathering information regarding school and district personnel, the public, state officials, etc.
- * **Prepares** written materials (e.g. program documents, District Wide Plans, brochures, newsletters, calendars, etc.) for the purpose of conveying information regarding school and/or district activities and/or procedures.
- * **Use various technologies to process** documents and materials (e.g. schedules, agendas, databases, spreadsheets, calendar, etc.) for the purpose of disseminating information to appropriate parties.
- * **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or directions as may be required.
- * **Applies judgment** based on State and District policies and procedures in making and acting upon decisions in the absence of the Director.
- * **Supports** assigned department personnel for the purpose of providing assistance with their administrative functions.
- * **Evaluates** situations (i.e. involving programs, staff, students, parents, and the public, etc) for the purpose of communicating information to school and district personnel for resolution.
- * **Attends meetings** as assigned for the purpose of providing agendas, taking minutes, providing information, and gathering information.
- * **Manages** the telecommunications system for the purpose of screening and transferring calls, responding to inquires and or/taking messages.

Other Job Functions Including But Not Limited To:

- * **Assists** other personnel as appropriate for the purpose of supporting them in the completion of their work activities.
- * **Back up** to the Executive Secretary of K-12 Teaching & Learning.
- * **Other** related tasks as assigned.

Job Requirements - Qualifications:

- * **Experience Required:** Prior job related experience indicating increasing levels of responsibility.
- * **Skills, Knowledge and/or Abilities Required:**
- * **Advanced Skills** in the use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.
- * **Advanced skills** in Microsoft Excel and Word.
- * **Advanced Knowledge** of rules and regulations related to assigned functions, budgeting, financial and statistical record keeping.
- * **Abilities** to sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, taking/hearing conversations, near visual acuity/visual accommodation.

Necessary Personal Attributes Required:

- * Abilities to exercise confidentiality, sound judgment, handle work under pressure, pay attention to detail, exhibit outstanding customer service skills, concentrate and follow directions as part of a team-oriented workgroup.
- * **Education Required:** High School diploma or equivalent. Post High School degree preferred.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance and First Aid Certification where applicable. MOS certification desired, but not required.

This position is a member of the OEAPA bargaining unit.

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Beth Scouller, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: **(360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.**