

JOB DESCRIPTION
Puyallup School District
PAEOP Level B

Office Professional

Purpose Statement:

This position is responsible for providing secretarial and clerical support to the school/department. This person greets parents, students and employees; processes records for accounting, payroll and/or student records, coordinates instructional materials requests, and performs a variety of other office duties.

Essential Functions include:

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages. Greets office visitors tactfully; provides assistance and information; promotes effective public relations with parents and general public.
- **Compiles** and inputs data into various spreadsheets and financial software from a variety of sources for the purpose of providing status information.
- **Responds** to concerned students, parents and other patrons and assists in resolving problems and issues in accordance with District policies, regulations and procedures
- **Types** correspondence, bulletins, newsletters, lists and forms; provides clerical assistance to teachers and other staff members.

School based position functions may include:

- **Assists** in coordination of special events (e.g. Service Fair, CTE Week, Future Fair, Senior Boards, etc.)
- **Assists** nurses and health assistants with basic first aid and student care, as needed (except positions who's primary role is high school attendance and high school library)
- **Assists** students and staff using the office/department in locating materials and checking materials in and out. Assists students, parents and staff with needed information
- **Coordinates** BECCA information to compose reports and report information to inside and outside agencies
- **Coordinates** counseling projects (e.g. internships, college fair, etc.) for the purpose of delivering student services within guidelines
- **Coordinates** scheduling process with administration and counseling staff; formats and runs a variety of computerized reports; updates schedule as needed
- **Enrolls/withdraws** students and enters information into computer; requests/sends records from/to previous schools/school districts
- **Maintains** records and resource materials (e.g. guidance office files, calendars, videos, books, computer programs, job board, general supplies, etc.) for the purpose of providing materials and information to students, staff or public
- **Maintains** the library and textbook collection, in both the library software systems and physical materials
- **Manages** database of student culminating project, community resources i.e. Senior Board judges, job shadow hosts, employers, community mentors, guest speakers, donors, etc.
- **Monitors** student behavior
- **Oversees** distribution and surplus process of library books, textbooks and other various library materials

- **Prepares** documents (e.g. homework requests, correspondence, work permits, withdrawal requests, etc.) for the purpose of providing information to students, staff or public
- **Processes** documents and materials (e.g. transcript requests, registrations, transfers, scholarship applications, employment verification, social security benefits, schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties, i.e. students, parents, colleges, etc.
- **Records** attendance; enters attendance information into computer; prepares attendance summaries
- **Supervises** library and computer labs in the absence of the librarian
- **Updates** and maintains student records to include the confidential, discipline, health and cumulative files. Enters student data in to eSchoolPLUS. Generates discipline audits and harassment reports

Non-School based position functions may include:

- **Completes** the acquisition, distribution, inventory, and tracking of District instructional materials
- **Creates** and maintains website, including approved instructional materials price lists
- **Enters** and verifies all payroll and accounting information
- **Generates**, distributes, receives, and processes textbook annual order forms from administrators within specified timelines
- **Knowledge** of shipping, receiving, and inventory procedures
- **Maintains** construction files for ongoing capital fund projects. Follows projects through to completion with various files, reports, budgets, contracts, bonds, insurance, and legal claims.
- **Maintains** and oversees budget, invoices, purchasing and shipping of all instructional materials
- **Manages** District-wide instructional materials inventory at the elementary schools and IMPC
- **Oversees** District textbook software programs and the surplus/obsoleting of instructional materials no longer in use
- **Performs** background checks on potential volunteers, employees and drivers for the purpose of approving service throughout the District, following WSP guidelines and confidentiality
- **Processes and approves** and/or denies intra-district and inter-district transfer requests and coordinates with Chief Academic Officers, building administrator and office staff to facilitate transfers
- **Resolves** payroll and accounting problems for the purpose of complying with state school district accounting requirements
- **Reconciles** purchase orders with delivered materials
- **Responds** to attorney requests on legal claims by request of Director of Capital Projects.
- **Reviews** and activates new students daily via IEP online, verifies and updates IEP tracking and data entry
- **Updates** and prints material move schedules in Excel. Works closely with LSC foreman to coordinate changes and ensure accuracy on the daily move schedule

Other Job Functions may include:

- **Appraises** and organizes archival materials for permanent retention
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities

- **Assists** in development and dissemination of program promotional materials (e.g. flyers, newsletters, brochures, web site, etc.)
- **Cross trains** with all others for the purpose of providing appropriate coverage
- **Maintains** a variety of manual and electronic documents, files and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy.
- **Maintains** postage records; prepares and stamps outgoing mail; replenishes supplies for all office equipment with postage meter
- **Maintains** school/department website
- **Monitors** and collects fines for outstanding materials and activities.
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally
- **Participates** in meetings workshops and seminars for the purpose of conveying and/or gathering information required to perform various functions of the job
- **Provides** customer service to students, staff, parents and the community providing detailed and accurate information
- **Performs** other related duties as assigned
- **Prepares** a variety of reports; updates and maintains records
- **Receives**, opens, and distributes incoming mail; prepares items for outgoing mail.
- **Responds** to requests from various agencies, courts, colleges, former students, etc.
- **Takes** periodic inventory of supplies; troubleshoots minor malfunctions in office equipment

Minimum Qualifications:

Education

High school graduation or equivalent

Knowledge and Skills

Required Knowledge, Skills, Abilities:

- Verbal articulation of processes and detailed information required
- Basic writing skills required, using proper English and good grammar (i.e. for personal use and use by others)
- Working knowledge of position expected at time of hire – expected to learn some on duties the job
- Position is occasionally responsible to stay current on tools and resources used within major scope of position
- Basic multi-step calculations required (i.e. fractions, percentages, money, time conversion, basic balancing/reconciliations)
- Intermediate knowledge of software applications required (i.e. Destiny, BusinessPlus cash receipting and purchase orders, eSchoolPlus, Smartfind Express Facilitator, spreadsheets, formulas)

Responsibility

- Collaborates within an internal work group and/or specific location
- Interactions may include occasional conflict resolution with discussions of differing points of view
- Limited independent decision making required, position typically works within clearly established procedures and direction
- Some job duties require intermediate discretion of sensitive information within work group and district (i.e. budgets, student medical, student discipline, assessment data, grades)

- Limited Leading or monitoring of others required (i.e. occasionally monitors students or leads work of hourly staff)

Working Conditions

- Position has infrequent interruptions with limited impact to priorities of primary work responsibilities
- Position may assist Nurses and Health Assistants with basic first aid and student care, as needed
- Position may require greater exertion than what is normally associated with an office environment (e.g. ability to lift up to 50 pounds in weight, bending, climbing, squatting, standing, walking, etc.)

Licenses/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview