

NORTH FRANKLIN SCHOOL DISTRICT

CLASSIFIED POSITION POSTING

2024-2025 School Year

POSITION TITLE: Administrative Assistant to Curriculum/Assessment and Federal Programs Directors
LOCATION: District
DATE POSTED: April 16, 2024, open until filled
JOB NUMBER: 2024-240416001

MAJOR RESPONSIBILITIES

- General secretarial duties including typing, answering telephones, assisting students, staff and patrons in a positive, friendly and approachable manner
- Prepare documents (correspondence, agendas minutes, reports, etc.) for the purpose of communicating information to school and district personnel, the public, and state and federal officials
- Assist in monitoring activities, reports and program components for the purpose of ensuring compliance with financial, legal, administrative, state and federal requirements
- Maintain daily, weekly, monthly and yearly reports
- Maintain inventory of supplies and curriculum
- Coordinate ordering of supplies and curriculum, processing purchase orders and invoices
- Coordinate and administer testing for students based on the home language survey
- Coordinate and attend occasional parent meetings in the evening, including PAC (Parent Advisory Council), Title I, and others as required
- Input data into the Skyward student system
- Attend district clock hour committee meetings and prepare district forms and reports
- Assist in the planning and monitoring of program budgets
- Assist in accessing data to generate, prepare and maintain information for collective bargaining agreements and labor relations policies
- Perform other duties as assigned

QUALIFICATIONS REQUIRED

- Experience as a secretary or administrative assistant
- Demonstrate effective time management and organization
- Ability to handle materials and information in a confidential manner
- Ability to work independently and meet deadlines
- Proficiency with Microsoft Office (Word and Excel), Google platform and general office equipment
- Proficiency in use of the English language, proofreading, spelling, business math and communication
- Demonstrate and maintain professional conduct and communication
- High school diploma or equivalent, additional college and/or business training/experience preferred
- Bilingual in Spanish preferred

CONDITIONS OF EMPLOYMENT

- **Position starts approximately August 20, 2024**
- **Monday through Friday, 8 hours per day, 211 days per year**
- **Must score 80% or higher on secretarial proficiency test (call 509-234-2021 x1007 to schedule)**
- Salary range: \$25.96/hr - \$30.73/hr, DOE (2024-25 salary range TBD)
- Benefits are administered by the Washington State Healthcare Authority (HCA) under the School Employees Benefits Board (SEBB). Click [HERE](#) for an overview of available benefit options. Eligibility for benefits is determined by the number of hours employees are anticipated to work during the school year (September 1 through August 31). Any employee who is scheduled to work 630 hours or more in a year is eligible for benefits.
- Upon hire, employees must contact the payroll office (jberry@nfsd.org, 509-234-2021 x1006) to complete payroll paperwork, provide a copy of social security card and photo ID, and complete a FBI/WSP background check through the ESD 123 (\$85 fee, subject to change)
- For additional information contact human resources at 509-234-2021 x1007, or visit www.nfsd.org

TO APPLY

Please complete the application through our online application system [FastTrack](#).

North Franklin 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, gender 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. To inquire about compliance or grievance procedures, contact the district's Civil Rights Compliance Coordinator/Title IX Officer, Pat Nunan (pnnun@nfsd.org | 509-234-2021), and/or the Section 504/ADA Coordinator, Carrie Hatch (chatch@nfsd.org | 509-234-2021). Address: 1100 W Clark St, PO Box 829, Connell, WA 99326