



KAHLOTUS SCHOOL DISTRICT
100 West Martin Street
Kahlotus, WA 99335

Classified Job Description
Office Assistant, Secretary
2024-2025 School Year

POSITION TITLE: Office Assistant, Secretary Full-time (1.0 FTE)
LOCATION: Kahlotus School District
DATE POSTED: December 16, 2024
DATE CLOSES: February 3, 2025
START DATE: February 24, 2025

MINIMUM QUALIFICATIONS:

- *High School Diploma or equivalent
- *Ability to communicate clearly and work effectively with staff, students, and community
- *Demonstrated punctuality and an excellent work attendance record
- *Ability to establish and maintain professional, cooperative, working relationships

PRIMARY FUNCTION:

- Day to day operation of a school office and reception
- Support of Child Nutrition Services
- Support Nursing Services
- Organizing/filing/maintaining student records
- Support of Transportation
- Accounts payable and current monthly duties performed for the Business Office
- Operate and maintain student information system (Skyward)
- Daily, weekly and monthly correspondence with families, administration, staff and vendors

EXPECTATION FOR CONTINUED EMPLOYMENT:

- Employment is contingent upon passing the Washington State Patrol and Federal Bureau of Investigation Criminal Background Check.
- Maintain consistent presence in assigned role and regular work hours
- Comply with all district policies and operational procedures
- Comply with the Code of Professional Conduct
- Maintain punctuality and regular attendance
- Must follow supervisory directions and employ personal initiative when necessary
- Ability to follow safe work practices and procedures
- Demonstrated exemplary customer service and responsiveness
- Must work within designated bounds of authority and confidentiality
- First Aid/CPR training and certification

BENEFITS AND SALARY

- Annual Salary is DOE, Salary Range is \$21.11-\$27.78 per hour
- Medical, dental, vision and other insurance coverage as provided in School Districts insurance programs
- Normal holidays granted to public employees in Washington State

- Sick leave of up to 12 days
- Personal leave of up to 2 days

REQUIREMENTS TO APPLY:

- The completed application for Kahlotus School District will include:
 - Classified Application (can be found at: <https://www.kahlotussd.org/general-6>)
 - Cover Letter
 - Resume
 - 3 Letters of Recommendation
- For additional information please contact Dr. Andie Webb, Superintendent at 509-282-3338 or by email: andie.webb@kahlotussd.org
- Housing is available from the school district for minimal cost
- Closes January 13, 2025

Nondiscrimination, Title IX & Section 504: Kahlotus School District 056 complies with all federal rules and regulations and 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 Boys Scouts and other designated youth groups. Inquiries regarding compliance/grievance procedures may be directed to the school district's Title IX Officer, Section 504/ADA Coordinator, and Civil Rights Coordinator, Mark F Bitzer at 509-282-3338, PO Box 69 Kahlotus WA 99335