POSITION DESCRIPTION

TITLE: Roving Secretary/Trainer
LOCATION: Various
REPORTS TO: Human Resource Department
DEPARTMENT: Human Resource

SUMMARY STATEMENT:
The Training Secretary will act as a mentor and trainer for District Secretaries. The Training Secretary will provide training and support to new Secretaries and those requiring additional training and coaching. These responsibilities will fall under supervision of the Human Resource Department.

ESSENTIAL FUNCTIONS:
1. Assist in planning, developing and conducting secretarial training programs.
2. Train and support new staff transitioning to secretarial roles and those requiring additional coaching.
3. Provide organized and structured feedback and follow-up support.
4. Assist in ongoing professional development for secretaries.
5. Provide coverage for secretarial openings as needed.
6. Work closely with the building administrator(s) to identify training needs of building secretaries.
7. Coordinate with Accounting, Purchasing, Payroll and Human Resource Departments for the purpose of providing information and training for secretaries, as directed.
8. Communicate with a variety of persons (students, parents, staff, and patrons) and/or agencies for the purpose of providing information, ascertaining and prioritizing needs, and to furnish assistance as appropriate.
9. Process a variety of documents, mail, and materials for the purpose of disseminating information to appropriate parties. Type correspondence, reports, and forms as needed.
10. Maintain a variety of student records and files (manual and computer) for the purpose of documenting and/or providing reliable information.
11. Maintain confidentiality with district-wide student and fiscal system access.
12. Maintain a variety of information, files, and records for the purpose of providing an up-to-date reference and audit trail for compliance.
13. Travel from location to location to complete tasks, training and provide support.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending (Up to 33%)</td>
<td>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Writing (66-100%)</td>
<td>Pushing (Up to 33%)</td>
<td>Pulling (Up to 33%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (33-66%)</td>
<td>Lifting/Carrying Up to 50 lbs. (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Problem Solving (66-100%)</th>
<th>Confidentiality (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Communication (66-100%)</td>
<td>Written Communication (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
</tr>
<tr>
<td>Constant Interruptions (66-100%)</td>
<td>Math (33-66%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Computer, typewriter, telephone, 10-key calculator, fax machine, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding skills of 50 wpm with accuracy.
2. A minimum of two years of experience in a related field or equivalent training.
3. Must possess a good math aptitude.
4. Must be able to acquire a working understanding of account codes.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform general office procedures with accuracy.
7. Demonstrated ability to perform on the computer, using Windows environment and related applications.
8. Demonstrated ability to communicate effectively with students, staff, and the general public.
9. Demonstrated ability to perform independently and work under conditions of constant interruption and perform under deadline pressure.
10. Demonstrated ability to be accurate, dependable, tactful, confidential and have good problem-solving skills.
11. Demonstrated ability to perform the tasks accurately and in accordance with established guidelines.
12. Demonstrated ability to handle multiple priorities at one time.
13. Demonstrated organizational skills and a commitment to follow through.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools 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 Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone: (360) 604-4010</td>
</tr>
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Variable | Days Per Year (Includes Holidays) |
Variable | Hrs. Per Day |

PSE: ________________________________ Date: ________________

District: ________________________________ Date: ________________

NEW ☑
Date: 6/18/19
Classification: Secretarial
Class: Class II
Display on Web? Yes

Roving Secretary/Trainer