

**EAST VALLEY SCHOOL DISTRICT NO. 90**

2002 BEAUDRY ROAD

YAKIMA, WA 98901

(509) 573-7300

FAX 573-7340

02/05/2019

Job # 2018- 13263

**POSITION ANNOUNCEMENT**

CLASSIFIED

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT

ADMINISTRATION OFFICE

**POSITION COMMENTS:**

- 8.0 hours per day / 260 workday contract
- Confidential and Exempt position.
- Salary: \$25.61 to \$28.44 DOE

**MINIMUM QUALIFICATIONS:**

- High School Diploma equivalent.
- AA degree (or higher) preferred.
- Minimum of two (2) years office related experience.
- Ability to learn to utilize and operate sophisticated automated record keeping systems and equipment.
- Ability to maintain confidentiality requirements.
- Bilingual in English / Spanish preferred.

**Application Procedure:**

In-district candidates must submit a letter of interest and resume to Sheryl Seaman, Human Resources Director, District Office. The letter must include the position desired and the individual qualifications for the position.

*Other Applicants* must apply here: [evsd90jobs.hrmlplus.net](http://evsd90jobs.hrmlplus.net) Online Job Center

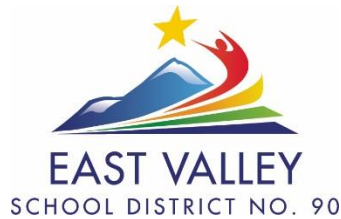
***CLOSING DATE: OPEN UNTIL FILLED***

**Immigration Reform and Control Act Requirements:** The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check will be requested from the Washington State Patrol.

**Job Sharing:** Pursuant to Chapter 206, Laws of 1989, East Valley is willing to accept and consider applications from individuals wishing to job share.

**Equal Opportunity Employer:** East Valley School District No. 90 does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Title IX, Section 504/ADA, and Civil Rights Coordinator, Mr. Russ Hill, 2002 Beaudry Road, Yakima, WA 98901, [hill.russell@evsd90.org](mailto:hill.russell@evsd90.org) or (509) 573-7300. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination 3210 policy and procedure, contact your school or district office or view it online at [www.evsd90.org](http://www.evsd90.org).



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### JOB DESCRIPTION

#### **Administrative Assistant to the Assistant Superintendent**

##### **Essential Duties and Responsibilities:**

- Serves as system manager and database administrator for the student information systems (SIS – Skyward). Maintains substantive knowledge of system design to include data elements and relationships; data input, importing, and reporting; data validation and quality control procedures; configuration and management of Skyward modules and interrelationship with other district systems. Lead technical for SIS support (assigns security, manages custom report cards, maintains staff list, supports, trains and troubleshoots for building and department staff, sets up web access for parents, performs yearly student system roll-up)
- CEDARS administrative duties including weekly reconciliation, SSID assignments, overseeing data quality reports, and coordinating with District departments for reports through CEDARS (LAP, ELL, October enrollment, High Poverty)
- Maintains liaison with system providers including, but not limited to WSIPC, ESD, OSPI and other districts as appropriate.
- Coordinates and audits district enrollment reporting including ALE, K-4 class size.
- Attends regional and state meetings (e.g. CEDARS, OSPI, Skyward) for the purpose of receiving information and maintaining current knowledge regarding state and federal reporting requirements.
- Coordinates and submits Yearly Adjusted Cohort Graduation (P210) and Annual CTE Student Enrollment Review reports
- Assigns security for EDS (Education Data System) applications under supervision of Asst. Superintendent.
- Assists with Civil Rights Report every other year
- Responds to public inquiries in person, over the phone, through email or written correspondence.
- Curriculum support for the Assistant Superintendent; curriculum alignment, adoption, materials ordering and assist technology director with on-line curriculum set up.
- Assessment support for Assistant Superintendent; order tests, contact for staff questions related to TIDE, test administration, security reports, etc.
- Clerical support for staff development including submission of clock hours, registration and travel arrangements.
- Ability to learn applicable program policies, concepts, and procedures, including law and regulations. (i.e. Time and Effort)
- Communicates with a variety of persons/agencies (other schools/districts, staff, parents, etc.) for the purpose of meeting program requirements in compliance with established guidelines and gathering and/or providing information. (i.e. Time and Effort)
- Coordinates non-resident students and out of boundary students to ensure proper enrollment and accurate paperwork is obtained. (This includes notary services for proof of residence, verification of address, and other enrollment forms.)
- Maintains annual home school registration and reporting.

- Maintains a variety of fiscal information, files, and records (expenditures, purchase orders, etc.) to provide an up-to-date audit reference and audit trail for compliance.
- Maintains a variety of records and/or files (assessment information, student records, periodic reports, test scores, etc.).
- Performs record keeping and general clerical functions (proofreading, filing, copying, faxing, etc.) for supporting departmental operations.
- Prepares a variety of documents and materials (notes, standardized correspondence, e-mail, calendars, student counts, etc.) communicating information to school and district personnel, the public, state officials, etc.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Team support for other secretarial staff as needed.
- Perform other related duties as required to support these functions and responsibilities.
- Commitment to personal ongoing training and development.
- Uphold East Valley School Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills, and Abilities:**

- Bilingual and Biliterate in Spanish and English preferred with the ability to communicate clearly and effectively orally and in writing, including explaining processes and procedures to others in English and Spanish.
- Ability to effectively communicate with individuals or groups of people representing various backgrounds and disciplines.
- Ability to work effectively in a participating team environment.
- Ability to use correct spelling, punctuation, and grammar with knowledge of standard clerical and administrative office practices.
- Ability to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job including using pertinent software applications (MS Word, MS Excel, Skyward, CEDARS) and other computer applications, processes, and equipment used for data gathering, maintaining information and records.
- Knowledge is required to perform basic math, including calculations using fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others and understand complex, multi-step written and oral instructions.
- Ability to independently organize and prioritize work assignments and coordinate a variety of tasks with good attention to detail and ability to deal with conflicting priorities and deadlines.
- Ability to maintain confidentiality requirements.

**Education and Experience:**

1. High school diploma or equivalent.
2. AA degree (or higher) preferred.
3. Office related experience required.

**Salary:**

Confidential and exempt position  
260 workday contract

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Reports To:**

Assistant Superintendent