

March 16, 2021

**PLEASE POST** OJC#14103

**POSITION ANNOUNCEMENT**

**ADMINISTRATIVE SECRETARY  
PRESCHOOL**

8 hrs. / Day - 190 days per school year  
Anticipated Start Date: April 5, 2021

**QUALIFICATIONS:**

- High School Diploma or GED required.
- A.A. Degree or previous office experience required.
- Must have knowledge of office and bookkeeping procedures.
- Must possess clerical typing skills (50 wpm).
- Computer knowledge and skills required. Experience in Excel, or other accounting software required.
- Experience on WESPAC/Skyward system (state's computer system for schools/student records) preferred.
- Knowledge of office machines required.
- Ability to communicate well orally and in writing.
- Demonstrated capability to assume responsibility with minimal supervision and exercise the highest level of confidentiality.
- Demonstrated tolerance to work related stress, ability to maintain composure under difficult circumstances.
- Ability to develop and maintain effective and cordial relationships with students, parents, staff, and community members.
- Bilingual/biliterate in English and Spanish required.

**APPLICATION PROCEDURE:**

In-district candidates need to submit a letter requesting transfer (e-mail is acceptable) to:

Julie Godina – Human Resources Department [jgodina@toppenish.wednet.edu](mailto:jgodina@toppenish.wednet.edu)

Subject of e-mail: Request for Transfer

No later than Tuesday, March 22, 2021 – 4 p.m.

Other applicants need to apply online at: [www.toppenish.wednet.edu](http://www.toppenish.wednet.edu) > Job Postings > Online Job Center

**CLOSING DATE: MARCH 22, 2021**

The Toppenish School District is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact the Human Resources office at (509) 865-4455 or e-mail [hr@toppenish.wednet.edu](mailto:hr@toppenish.wednet.edu). The following employees have been designated to handle questions and complaints of alleged discrimination: Shawn Myers, Civil Rights Compliance Coordinator, [myerss@toppenish.wednet.edu](mailto:myerss@toppenish.wednet.edu); Sandra Birley, Section 504/ADA Coordinator [sbirley@toppenish.wednet.edu](mailto:sbirley@toppenish.wednet.edu); Brett Stauffer Title IX Coordinator [bstauffer@toppenish.wednet.edu](mailto:bstauffer@toppenish.wednet.edu). They can be reached at 509-865-4455 or 306 Bolin Dr., Toppenish, WA 98948 EOE