

# Toppenish School District

OCTOBER 21, 2021

OJC #14544

## POSITION ANNOUNCEMENT

### MIGRANT RECORDS CLERK / RECRUITER DISTRICT OFFICE 8 HOURS PER DAY / 190 DAYS

ANTICIPATED START DATE: OCTOBER 29, 2021

#### QUALIFICATIONS:

- High School Diploma or GED.
- Must have a valid Washington State Driver's license.
- Ability to work cooperatively with other school personnel and parents.
- Good speaking, reading, writing, and spelling skills.
- Experience communicating effectively with parents/guardians. Skills necessary to build rapport with students and families from diverse cultural and social backgrounds.
- Proficient typist (minimum 35 wpm)
- Ability to accurately file and maintain records.
- Ability to maintain confidentiality.
- Willingness to be trained to complete required forms.
- Experience on Skyward system (state's computer system for schools) preferred.
- Experience in Word and Excel computer programs.
- Knowledge of office procedures.
- Must be willing to work flexible hours as needed.
- Bilingual (English/Spanish) required with the ability to verbally translate.

#### 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 Thursday, October 28, 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: OPEN UNTIL FILLED**

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