

# TOPPENISH SCHOOL DISTRICT

AUGUST 20, 2021

OJC# 14438

## POSITION ANNOUNCEMENT

### RECORDS CLERK HEALTH SERVICES 7 HOURS

ANTICIPATED START DATE: ASAP

**2 POSITIONS**  
**ONE YEAR ONLY**

#### QUALIFICATIONS:

- High School Diploma or GED required. Previous office experience preferred.
- CNA or MA preferred.
- Ability to utilize systematic procedures and perform detailed work involving student and health data and to be attentive to detail and necessary documentation required.
- Ability to develop and maintain accurate information in a timely manner for student data required.
- Ability to maintain confidentiality required.
- Basic computer and data input skills required.
- Possess effective organizational skills to be able to prioritize workload and meet numerous deadlines.
- Experience on Skyward or similar system highly preferred.
- Must have a working knowledge or be willing to learn state/district/federal laws and policies.
- Willingness to work a flexible schedule during the day.
- Ability to establish and maintain positive working relationships with district staff and families from diverse social, economic and cultural backgrounds.
- Bilingual in English/Spanish highly preferred.

#### 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, August 26, 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