

JUNE 2, 2014

PLEASE POST

POSITION ANNOUNCEMENT

**GENERAL CLERK
KIRKWOOD ELEMENTARY SCHOOL**

**7 HRS/DAY - 180 DAYS
7:30 A.M. – 3:00 P.M.
ANTICIPATED START DATE: AUGUST 28, 2014**

QUALIFICATIONS:

- High School Diploma or GED required.
- AA Degree or NCLB Highly Qualified (non-certificated) preferred.
- Ability to provide oral and written translation (bilingual-bi-literate) in English/Spanish required.
- Demonstrate effective oral and written communication skills.
- Basic computer skills required.
- Knowledge of WESPaC (Skyward) student system preferred.
- Ability to work with parents, students and staff from a diverse cultural, social and economic background.
- Prefer experience working in and knowledge of local Toppenish community.
- Possess a valid Washington State Driver's License and willing to get Type II driver's license to transport students required.
- Must have reliable transportation.
- Must be willing to work flexible hours when necessary.

APPLICATION PROCEDURE:

In-district candidates need to submit a letter and resume requesting transfer (e-mail is acceptable – Subject Line Request for Transfer) to:

Rita Anaya – Human Resources ranaya@toppenish.wednet.edu

No later than Friday, June 6, 2014 – 4 p.m.

Other candidates need to apply online at: www.toppenish.wednet.edu Online Job Center

CLOSING DATE: OPEN UNTIL FILLED

Toppenish School District 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 designated youth groups. The following person has been designated to handle questions and complaints of alleged discrimination: Larry Davison, Director of Human Resources, 509-865-4455, 306 Bolin Dr., Toppenish, WA 98948, ldavison@toppenish.wednet.edu