Letter of Agreement

Between

Public School Employees of Riverview School District

and

Riverview School District No. 407

I. The Association and District understand and agree that, pursuant to Section 1.5 of the 2018-2021 Collective Bargaining Agreement, effective September 1, 2019, the following position will be added to the Collective Bargaining Agreement, and will be placed in Schedule A – Appendix A under Secretarial/Clerical:

Substitute Services Secretary

II. The Association and District understand and agree that, pursuant to Section 1.5 and Section 18.1 of the 2018-2021 Collective Bargaining Agreement, the following new position is added to the Agreement and the Schedule A wage rates are implemented during the 2019-2020 school year for the position:

Substitute Services Secretary, effective September 1, 2019

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For the Association

For the District

Approved by the Board of Directors: Carol Van Agy

Date: 6-7-19

Date: 6-7-19
RIVERVIEW SCHOOL DISTRICT JOB DESCRIPTION
Substitute Services Secretary Position Description

JOB TITLE: Substitute Services Secretary

REPORTS TO: Director of Human Resources

JOB OR POSITION SUMMARY:
Under the direction of the Director of Human Resources, manages and maintains the automated substitute placement system and records, procures substitutes and provides support for various district-wide positions, processes volunteer applications, works with both the Business Department and Human Resources Departments, and provides reception and clerical assistance for the efficient operation of the central administration office.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
- Manage automated substitute placement system, including data entry, updating all new substitute information, and Skyward including generating reports such as substitute lists, absences reports, etc.
- Procure substitutes for daily unfilled assignments by contacting substitutes from the substitute list via phone calls
- Dispatch substitutes for the purpose of providing coverage at school sites and for emergency requests for substitutes
- Monitor staff absences in advance and notify supervisor when the demand for substitutes may exceed the available supply
- Coordinate with district-level departments to manage substitute requests for professional learning opportunities as needed
- Work closely with building secretaries to assure accurate tracking of staff absences.
- Maintain automated system data, including annual changes to staff classifications, locations, calendars, etc.
- Assist in substitute orientations, for the purpose of training substitutes and staff on procedures for effectively using the automated substitute placement system. Prepare and update substitute handbooks and related forms
- Provide daily assistance to school/department staff and substitutes, responding to inquiries for the purpose of providing customer service and information
- Assist Human Resources in the systematic processes involved regarding the hiring of substitutes
- Process and maintain approximately 1,600 district-wide volunteer applications and renewals including Washington State Patrol background checks using the HRMPlus software and coordinates information with building secretaries
- Assist with the recognition and appreciation program for district including Years of Service for all district employees
- Prepare reports for payroll and reconcile substitute payroll information, such as pay rates, shifts, account codes, etc. for the purpose of ensuring substitute employees are paid appropriately and in a timely fashion
- Follow and implement end-of-year substitute system close-out processes and communication procedures with staff (i.e. letter of reasonable assurance)
- Greet and direct publics as appropriate, answer telephones and respond to inquiries, take and relay message accurately
- Receive, sort and forward incoming mail including inter-district mail including picking up district mail at local post office as needed
- Utilize various computer software applications including MS Word, Excel, HRMPlus, Skyward and coordinate projects using technology
- Establish and maintain confidential files and records
- Create data reports using a variety of software programs
- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding substitute and personnel information
- Assist with other related clerical duties such as photocopying, faxing, filing and collating
- Demonstrate professionalism through punctuality and have consistent, reliable attendance
- Promote and practice professional growth and development by attending related in-service activities and workshops
- Comply with all district policies and procedures
- Participate in special projects as assigned and perform related duties as requested

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Knowledge of school operation and ability to relate effectively to students, staff, parents, and community
2. Knowledge of effective secretarial processes and procedures and the use of a variety of office equipment and software applications
3. Knowledge of Skyward software system and other data systems preferred and the ability to data mine
4. Knowledge of correct grammar, spelling and English usage
5. Demonstrate advanced, mastery leveled skills with MS Word, Publisher, Excel, and other similar applications
6. Skills in organizing tasks/duties/records, attention to detail, problem solving, and commitment to follow through
7. Ability to work independently, take initiative, accept responsibility and make decisions as necessary
8. Ability to communicate in a professional manner both orally and in writing
9. Demonstrated good memory, good judgment, attention to detail, and ability to work under pressure
10. Ability to handle confidential matters in an ethical manner
11. Ability to work efficiently, effectively, and respectfully with staff and public
12. Ability to produce and maintain accurate records
13. Ability to work cooperatively, organize work, set priorities, and meet deadlines
14. Ability to work as part of a team, establish and maintain effective working relationships and continue learning through professional development
15. Ability to read, interpret, and follow oral and written instructions
16. Ability to calculate and interpret basic mathematical concepts
17. Demonstrate consistency of high levels of punctuality and attendance

**LICENSING/CREDENTIAL AND/OR EDUCATION REQUIREMENTS**

1. Completion of high school or equivalent and technical training for clerical and statistical tasks, degree preferred
2. Two years, or more, of progressively relevant experience working in an office environment
3. Experience in an educational institution or public sector; preferred.
4. All district employees shall undergo a criminal background check, including a fingerprint check by both State Patrol and FBI
5. All District employees shall sign an Authorization and Release of Information form relating to prior school district employment

**PHYSICAL REQUIREMENTS:**
While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Classification: Substitute Services Support
Work Year/Days: 180 days plus 15 days

5/2019