



*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** K-12 Executive Assistant

**OPEN:** January 21, 2020

**EXEMPT:** No

**SALARY:** (7) \$18.97-\$21.25 p/h DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full Time SY -12 Month

**CLOSES:** January 30, 2020

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** K-12 Principal

**VACANCIES:** 1

**JOB SUMMARY:** K12 Executive Assistant supports the Principal to ensure a systematic and efficient function of the Lummi Nation School. Ensuring an effective office management system is developed and maintained. Provide administrative support to the principals, teachers, LNS directors and other school staff. The Executive Assistant will provide assistance with day to day department functions and coordinate department activities, financial processes, personal and accounting processes as regulated by program mandates requirements and LIBC policy and procedures.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Provides support/assistance to the principal with projects/department need per administrative assignments, for example: STAR and other state assessment, Healthy Kids survey, Coordinated Compliance Review, staff development, new teacher orientation, Open House/Back to School Night, foreign exchange program, security/safety, maintenance and custodial, and transportation. Composes, edits and types correspondence and memos as directed.
2. Performs a wide a variety of clerical duties, including but not limited to typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.
3. Coordinate, monitor, prepare and process A/P and A/R expenditures, payroll and other program requests pertaining to the LNS, including travel.
4. Work closely with LNS Finance Office to coordinate and assist the LNS staff with contracts, bids, quotes and other funding related requirements for departmental functions.
5. Coordinate a substitute teacher system that enables the school to obtain qualified subs in a timely manner.
6. Assist classroom teachers with supply orders and end of the year inventory check-out
7. Coordinate, receive and develop internal and external communications reports as required and requested by the Principal; i.e. – official LNS correspondence, letters and memos, or letters to the Squol Quol, special communication, project updates and periodic report requirement.
8. Maintain calendar of events and/or schedule, track, organize and attend meetings such as federal/state and local meetings, travel and community wide meetings or special events when needed or directed.
9. Provide the Principal's office administrative support in records management and greeting visitors, public, maintenance of files, records and manage correspondence as needed. Draft correspondence when as needed or directed. Filing for Principal.
10. Provides technical support to the Principal to communicate and assist staff awareness of existing LNS and LIBC administrative and managerial policies, procedures, protocols and interpretations.
11. Review and handle confidential and non-routine information.

12. Develop filing system and maintain records for program compliance and accountability as determined by audits and grant regulations
13. Coordinate and prepare program meeting agendas, minutes, notices, manuals, and correspondence including supporting documentation relating to departments.
14. Prepare and process professional contracts and construction contracts, including supporting documentation in accordance with LNS and LIBC accounting policies.
15. Work closely with the Principal and Department Directors to meet needs of program requirements and regulatory mandates
16. Assist in preparation and development of special and recurring reports as needed
17. Assist principals and department directors when needed with Human Resource operations (i.e.; PAF, job openings, evaluations, interviews, contracts, scale placements, etc.) in accordance with LNS and LIBC Human Resource policies
18. Attend job related training pertinent to position.
19. Ability and willingness to cross training with other administrative support staff to gain professional knowledge and expertise in regard to each support staff's specific area
20. Ability and willingness to cover and perform duties of other LNS support staff when needs and directed
21. Participate in school improvement process and school sponsored community activities as directed.

#### **MINIMUM QUALIFICATIONS:**

- Associates Arts & Science degree, Direct Transfer Degree and/or in a related field; *preferred*
- 1 year Post Secondary higher education required.
- Must have 3 years of full-time experience working within the Lummi Community with high-risk youth and families
- Must have 2 years working knowledge and experience with computer operation and a variety of office and system software including student database, word processing, spreadsheet, presentation and various applications pertinent to the educational system function.
- 1-year experience with accounting procedures and efficient office functions; *preferred*
- 2 years previous work experience in an administration support position; *preferred*
- 2-year experience working in an educational setting, *preferred*
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- WA State/OSPI, Ferndale School District, Bureau of Indian Education and LIBC policies, procedures and regulatory practices (preferred)
- Must be able to type/accuracy 60 WPM preferred
- Demonstrate previous work experience of dependability, punctuality and reliability
- Knowledgeable of LIBC, WA State, BIE and LIBC policies, procedures and regulatory practices related to an educational environment
- Ability to maintain high standards of organization, professionalism and have exceptional verbal and written skills
- Accounting, budgeting and financial work experience
- Ability to establish, build and maintain cooperative working relationships with various departments to enhance the completion of assigned tasks
- Must prioritize and work well under pressure; ability to multi-task in a fast pace working environment
- Demonstrate ability to maintain an efficient filing system and record keeping of confidential and other school/accounting records
- Must be able to work both independently and as team player
- Interpret and apply rules and regulations
- Ability to organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks

- Must keep accurate and complete records for reporting purposes
- Must be willing to work flexible hours
- Ability to handle confidential matters and information in a professional manner
- Ability to prioritize despite interruptions using a high degree of flexibility
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply
- Salary depends on qualifications
- Academic School Year (12-month employee),
- 90 Day Orientation Period Applies

#### **EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.