

Vacancy Announcement

Posting Date: Jul 21, 2023

Application Period: Until Filled

Waimea Middle Public Conversion Charter School

67-1229 Mamalahoa Highway

Kamuela, Hawai'i 96743

Tel 808-313-7500

Fax 808-887-6087

This is to announce the following vacancy for the completion of the 2023-2024 school year:

School Administrative Services Assistant III(1.0 FTE)

Position is at Waimea Middle School on Hawai'i Island. The school is a public conversion charter school and the position is included in the HGEA- BU 4 (12-month)

Position Description:

Works in a school setting as the chief administrative services assistant to the Principal and is, therefore required to understand, interpret and apply school, Department of Education, and pertinent State rules, regulations, policies, and procedures to varying situations.

This position is under the direct supervision of the middle school Principal.

How to Apply:

Please submit a letter of interest, resume, and copies of licensure to Waimea Middle School – Attention Janice English

- Mail: 67-1229 Mamalahoa Highway, Kamuela, HI 96743
- Phone: 808-887-6090
- Email: janice_english@wmpccs.org
- Fax: 808-887-6087

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

www.WaimeaMiddleSchool.org

“Waimea Middle School empowers all students with the skills, values and cultural understanding to successfully navigate high school and beyond.”

Job Description: SCHOOL ADMINISTRATIVE SERVICES ASSISTANT III (SASA III)

Distinguishing Characteristics:

Serves as the chief administrative services assistant to the principal of a moderate to large elementary school, a small to moderate intermediate school, or a small high school. A position at this level may include the supervision of a clerical subordinate.

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT III

Works in a school setting as the chief administrative services assistant to the principal and is, therefore required to understand, interpret and apply school, Department of Education, and pertinent State rules, regulations, policies, and procedures to varying situations.

Is responsible for the conduct and coordination of all or various combinations of the following typical administrative services and support functions:

- a. Fiscal and inventory record keeping and reporting and other Business-type activities.
- b. Human Resources and secretarial services for the school.
- c. Work collaboratively with office staff to register students, prepare and maintain records and reports.
- d. Maintenance of teacher and other staff records, reports, etc. (Including all personnel and related matters).
- e. Duplicating, purchasing, informational, and similar services to teachers and other staff members.
- f. Informational and related services to individual parents, Local Advisory Panel, and the general public.
- g. Informational, advisory and related services to students relative to procedures, rules, regulations, etc.
- h. Maintains considerable personal contacts with students, faculty, staff, higher-administrative levels of the Department of Education, parents, individuals, community groups, and the business community.
- i. Maintains social media; website, and other social media postings
- j. Other duties as assigned by the principal

Duties:

- Assists the principal with daily administrative services functions by:
 - planning, supervising, and/or providing office support and related services to meet priorities;
 - supervising and/or participating in greeting and ascertaining the purpose of callers and assisting or referring them as necessary;
 - answering or referring inquiries on policies, regulations, procedures, and activities of the school, the Department of Education, and the State;
 - contacting parents, departmental offices, other governmental agencies, business concerns, and community groups for information required by the school or to disseminate information and secure cooperation;
 - reviewing and distributing incoming correspondence; composing standard and special memos, letters, etc.;
 - informing the principal of matters requiring immediate attention and concerns relative to appointments, commitments, and deadlines;
 - organizing and maintaining office files;
 - maintaining personnel records for the staff;
 - maintaining records of inventory and completing required report forms;
 - Supporting the registering students,
 - maintaining student records and compiling related reports in consultation with the Registrar or Registrar Clerk;
 - Word processing and duplicating a variety of material;
 - operating and maintaining a variety of standard office machines;
 - preparing and submitting numerous business office and student service reports to state and other agencies;
 - developing and implementing a variety of procedures to insure the flow of communication and the efficient provision of services;
 - planning, assigning, instructing, coordinating, and reviewing the work of the administrative office including social media

Knowledge and Abilities Required:

- Knowledge of:
 - Office practices and procedures;
 - office management;
 - operation of standard office machines;
 - Department of Education and State policies, rules, regulations and requirements as they relate to school office operations;
 - grammar, punctuation, spelling, and word usage; arithmetic; principles and practices of supervision.
 - Social media; Facebook, Instagram, ClassDojo

- Ability to:
 - Deal effectively with students, parents, teachers, and members of the general public;
 - Interpret and apply school, Department of Education, and State rules and regulations to varying situations;
 - Word process accurately from a plain or corrected copy at the rate of 40 net words per minute;
 - Compose standard and special memos and correspondence; cope with the intensity and scope of activities typical of positions at this level in dealing with parents, teachers, and students;
 - Plan, organize, supervise, and coordinate a wide variety of clerical activities and services;
 - Organize, assign, and review the work of others including faculty and staff

Education Requirements

High school diploma; Associate or Bachelor Degree Preferred

- General Experience:
 - Progressively responsible work experience (2 years of general experience and 2 years of specialized experience for a total of 4 years) involved skilled word process in performing advanced clerical work regarding correspondence, reports, other material knowledge
 - Proficient English grammar, spelling, and arithmetic skills
 - Use of common office equipment
 - Ability to read and understand oral and written instructions
 - Carry out procedures in clerical work systems
 - Speak and write simply directly
 - Observe differences in copy and proofer words and numbers quickly and accurately
 - Proficiency in Google Suite products as well as Microsoft and Adobe
- Specialized Experience
 - Responsible clerical experience in a Hawaii Charter School setting (preferred) in the capacity of chief clerical assistant to the principal. Such experience must have involved the performance of administrative office services and support functions of a school.
- Quality of Experience
 - The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that the applicant has the ability to perform the duties of the position for which the applicant is being considered.

