

WILLAPA VALLEY SCHOOL DISTRICT #160
P.O. Box 128
Menlo, WA 98561-0128
(360) 942-5855
Nancy Morris, Superintendent

Date: May 14, 2019

***** JOB POSTING *****

The Willapa Valley School District #160 invites qualified applicants to apply for the following position:

HS Attendance Secretary/Lunch Accounts/Kitchen Help

Hours: 7:45 to 2:45 with 30-minute lunch

Rate of Pay: DOE (\$15.15-\$17.54)

Job Description:

Time is divided between HS Office (4-4.5 hours) and Kitchen (2-2.5 hours)

Duties performed

- Prepare Daily Bulletin; post to web page; print for posting
- Collect and input daily attendance
- Contact parents regarding student absences when necessary
- Meet with students for tardies and refer to Principal students with 4 or more tardies
- Meet with students when they receive 9 absences and oversee credit check
- Generate and send 9 absence and tardy letters
- Meet with student at 18 absences; conduct drop appeal procedure
- Contact and meet with student and parents about drop appeal
- Refer students with 18 absences to Truancy Court if needed
- Contact parents regarding absences when necessary
- Document and file all meetings with students and contacts with parents
- Communicate pertinent attendance information to the immediate supervisor
- Answer phones, take messages, cover the high school office when needed
- Contact teachers for discrepancies in daily attendance records
- Track students who check out of school and who arrive late to school
- Attend student appeal conferences with the appeal's committee
- Organize paperwork and attend Truancy Court meetings
- Effectively communicate with parents, staff, and students on attendance issues
- Prepare end of year attendance reports
- Take breakfast numbers in kitchen/Commons (7:50 a.m.-8:30 a.m.)

- 11:00-11:30 take lunch
- 11:30-12:45 : Take lunch numbers in kitchen/Commons; lunch break down help
- Help for 1 additional hour as needed by cook between 8:30-11:00 OR 12:45 -1:45

Please submit a letter of application indicating your interest and how you qualify to Nancy Morris at the district office in Menlo.

CLOSING DATE AND TIME: May 30, 2019

The Willapa Valley School District #160 complies with all State and Federal rules and regulations and does not discriminate on the basis of race, age, color, national origin, sex, creed, religion, handicap, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Application of qualified minority educators, women and handicapped persons are encouraged. This holds true for all district employment and opportunities. Complaints of alleged discrimination and inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640, 28A.642 Officer, Rob Friese or Section 504/ADA Coordinator, Jay Pearson. Call (360) 942-5855 or write to PO Box 128, Menlo, WA 98561.