



# WEST SONOMA COUNTY HIGH SCHOOL DISTRICT

## CLASSIFIED VACANCY ANNOUNCEMENT ADMINISTRATIVE ASSISTANT III LAGUNA HIGH SCHOOL 8 hours a day/10.5 months a year

**Mia Del Prete**  
Director of Human  
Resources

462 Johnson Street  
Sebastopol, CA 95472  
(707) 824-6403  
(707) 824-6499 Fax  
www.wscuhsd.k12.ca.us

Job Line  
(707) 824-6409

Hours  
7:30 a.m. - 4:00 p.m.  
Monday - Friday

**WSCUHS** is an Equal Opportunity Employer. WSCUHS's policy prohibits discrimination and/or harassment of students, employees and job applicants at any district site or activity on the basis of actual or perceived race, color, national origin, ancestry, ethnic group identification, medical condition, genetic condition, genetic information, disability, gender, gender identity, gender expression, sex, sexual orientation, age, political affiliation, organizational affiliation, veteran status, marital status, or parental status.

Posted: 6/15/2022

### Application Deadline:

Open Until Filled

### Start Date:

August 1, 2022

### Salary

Range 29 of a 6-Step Salary Schedule (Step 1 - \$19.32 to Step 6 - 24.49)

Excellent Medical, Dental and Vision Benefits

Vacation Days/Sick Leave/Holiday Pay

### Employment Standards

#### **Required:**

- ❖ Ability to oversee and complete a wide variety of complex administrative assistant responsibilities while maintaining the highest level of confidentiality
- ❖ Excellent written and communication skills
- ❖ Ability to multi-task with the ability to complete multiple assignments in a timely manner
- ❖ Excellent organizational skills
- ❖ Ability to serve as a liaison between the administrator and site/district staff as well as a variety of contacts including students, parents, the general public, local and county agencies
- ❖ Manage substitutes and teacher in-lieu coverage
- ❖ Knowledge of ESCAPE and Frontline (formally AESOP)
- ❖ Excellent computer skills

### Application Requirements

- ❖ EdJoin Application
- ❖ Current Resume
- ❖ Letter of Interest
- ❖ Two (2) Letters of Recommendation

**Application Requirements:** Official application forms and related materials must be correctly completed, returned to and received in the Human Resources Office no later than the deadline date and time listed on this announcement. Postmarks will not be accepted. We reserve the right to reopen, re-advertise, or delay filling the position.

#### Other Requirements:

**Fingerprinting:** In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

**TB Test:** Prior to being employed and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray.

**Authorization to Work:** As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the District with documents that establishes their identity and employment eligibility.

**Post Offer/Pre-Employment Assessment:** Employment in positions of Maintenance Specialist, Custodian, Food Service, Behavior Assistants and specific Special Education Teachers is contingent upon completing and passing an assessment to determine that physical duties of the position can be performed.

**Application Process:** Following the closing date and time, your application will be forwarded to a screening committee. If the position is Open Until Filled applications will be forwarded on a weekly basis. At such time all applications will be reviewed and a decision will be made to interview from the pool, re-advertise, reopen, or delay the screening process until a suitable number of qualified applications have been received. Approximately 10 to 14 days later, you will be notified by mail, or by phone, whether or not you have been chosen for an interview. Candidates selected for an interview will be required to appear for an oral interview before an Interview Committee. Final candidates should be aware that more than one interview might be necessary.

**NOTE:** All documents included in your application packet become the property of the District. Your packet for this opening will not be considered for other opening.

**New Documents Must Be submitted For Each Opening**