

MEMORANDUM OF UNDERSTANDING
between
SOUTH KITSAP SCHOOL DISTRICT NO. 402
and
PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN SOUTH KITSAP SCHOOL DISTRICT NO. 402 AND THE PUBLIC SCHOOL EMPLOYEES OF SOUTH KITSAP.

Whereas, the District and Union agree to amend the salary range placement and seniority category for the following position:

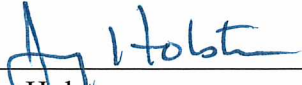
Receptionist/Main Office Assistant - Armory. As amended and agreed upon, this position has been placed in Range II on Schedule A and Seniority Category B on Schedule B of the Collective Bargaining Agreement. This agreement is an amendment from the previous memorandum of understanding that outlined the adoption of the position into the Union.

This Memorandum of Understanding shall be effective from the adoption date. The job description for the above-mentioned position will be attached to this Memorandum of Understanding and become part of the Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON/SEIU LOCAL 1948

SOUTH KITSAP SCHOOL DISTRICT
NO. 402

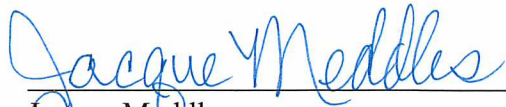
PUBLIC SCHOOL EMPLOYEES
OF SOUTH KITSAP



 Jerry Holsten
 Executive Director – HR

11/6/19

 Date



 Jacque Meddles
 PSE Chapter President

11/6/19

 Date

SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

RECEPTIONIST/MAIN OFFICE ASSISTANT-ARMORY

Reports To: Building Principal-SKHS
Department: Armory-SKHS
Employment Type: Classified
FLSA Status: Hourly
Hours per Day: 6.0
Days per Year: 193 (+11 Holidays) = 204

Bargaining Unit: PSE
Salary Schedule: Schedule A
Salary Range: II
Adoption Date: August 2018
Revised Date: November 2019

Summary:

The job of RECEPTIONIST/MAIN OFFICE ASSISTANT-ARMORY is to assist staff, students, families and the community by maintaining records and files; overseeing students and volunteers; preparing documents and correspondence; and responding to emergencies and other health-related situations.

Essential Duties and Responsibilities:

- Answers phone calls and greets people entering the building;
- Maintains the facility use calendar;
- Maintains accurate records and files for the purpose of providing information and documentation;
- Communicates attendance records with the South Kitsap High School Attendance Specialist(s) daily;
- Makes phone calls to parents or guardians regarding student absences;
- Serves as the communication liaison with Food & Nutrition Services, checks out student lunches, and records/relays the lunch order data;
- Monitors and communicates all parking lot violations to Security;
- Responds to requests and assists staff, students, families and the community for the purpose of providing appropriate communication, information, direction, and support for related office operations. This includes taking appropriate action and or/directing to appropriate personnel for resolution;
- Oversees students and volunteers for the purpose of providing supervision and direction;
- Attends meetings and trainings for the purpose of conveying and/or gathering information;
- Responds to emergencies and other health-related situations for the purpose of meeting student health care needs;
- Coordinates the delivery and pick up of all Armory mail for the purpose of maintaining correspondence and urgent information;
- Operates communication equipment, telephone system, and internal emergency radio system;

- Provides materials (e.g. information, forms, documents) to others as needed;
- Performs other work as required.

Competencies:

Teamwork – Exhibits objectivity and openness to others' views; gives and welcomes appropriate feedback; contributes to building a positive team spirit; puts success of team above own interests;

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; conserves organizational resources;

Computer Skills – To perform this job successfully, an individual should have knowledge of computer operating systems;

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; responds promptly to staff, student and public needs; solicits feedback to improve service; responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals;

Interpersonal Skills – Keeps emotions under control; remains open to others' ideas and tries new things; shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

Oral and Written Communication – Listens and gets clarification; responds well to questions; participates in meetings; read and comprehend written and verbal instructions; writes clearly and informatively;

Professionalism – Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments;

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality;

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;

Attendance/Punctuality – Is consistently at work and on time; arrives at meetings and appointments on time;

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; meets commitments; follows policies and procedures.

Working Conditions and Physical Demands:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, crawl, or crouch. Employee may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision required by this job include close vision, distance vision, color vision and ability to adjust focus.

Education, Knowledge and Experience:

- High School graduate or equivalent;
- Expertise to perform multiple technical and non-technical tasks;
- Job-related experience is preferred.

Required Testing:

- District General Knowledge Test (To register, email skjobs@skschools.org requesting to complete the district skills test);
- District Keyboarding Test at 40 words per minute (To register, email skjobs@skschools.org requesting to complete the district skills test).

Clearances:

- Washington State Patrol and FBI Fingerprint Background Clearance.

Certificates:

- First Aid and CPR Certification may be required;
- Valid Washington State Driver's License required (must be able to fulfill all traveling requirements of this position, including possessing and maintaining a valid license and automobile insurance, when using a personal vehicle for District business).

Other Requirements:

- Completed online application (with supporting documents)

Passing the required district tests is a prerequisite for consideration for Clerical, Para-educator and Playground Attendant positions (review EACH job posting for specific testing requirements). To register, follow the instructions on the district testing information page of our district website.

Application Procedure: Complete the online application at www.skschools.org and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application and required District Testing (if applicable-see job posting when applying) must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074 or skjobs@skschools.org.

The South Kitsap School District #402 complies with all state and federal rules and regulations and does not discriminate in any employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, sexual orientation, gender expression or identity, disability, or the use of trained dog guides or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Jerry Holsten
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7006
holsten@skschools.org

Section 504 Coordinator
Kim Shipp
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 443-3648
shipp@skschools.org

Title IX Coordinator
Compliance Coordinator/ADA
Jerry Holsten
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7006
holsten@skschools.org

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

All Employees are required to furnish proof of identity and employment authorization status.

The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons-students, community and staff.

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.