

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS WASHINGTON SCHOOL FOR THE DEAF CAMPUS



## *Our Agency*

CDHL is an educational community and statewide resource committed to ensuring all deaf and hard of hearing students in Washington reach their full potential.

Our agency offers a variety of services in academic, residential, and outreach programming and support.

## *Our Staff*

Our employees are more than just workers. They are part of a community, network, and family. Each staff member serves as a role model to students.

We're looking for people that can contribute, grow, think, and dream. We thrive in a culture that embraces diversity and rewards imagination.

## *Our Students*

Our diverse student body is made up of many faces, backgrounds, and personalities. Our goal is to help students who are deaf and hard of hearing learn, grow, and succeed.

The use of American Sign Language (ASL) is embraced at WSD.

Position: **Secretary - Elementary School Building**  
Agency: **Washington State Center for Childhood Deafness and Hearing Loss (CDHL)**  
**Washington School for the Deaf campus**  
Location: **Vancouver, WA**  
POSTED: **May 2013 for upcoming school year**

## **Position Responsibilities:**

The Elementary School Secretary works cooperatively with the Elementary School Principal and school staff to provide a welcoming, professional and dynamic educational environment for students who are deaf and hard of hearing at the Washington School for the Deaf (WSD).

The secretary is the first point of contact for parents and visitors to the elementary school building. This position reports to the Executive Assistant in the Director's office.

## **Duties Include:**

- \* Provide a variety of clerical and support work that is routine in nature but also includes special projects as assigned by Elementary Principal and/or supervisor.
- \* Assist building staff with daily activities such as attendance, bulletins boards, awards, and reports.
- \* Greet visitors and make sure they have a visitors badge and are directed (or accompanied) to the correct destination.
- \* Supervise students in the office, escort students to school nurse, help with recess duty.
- \* Maintain organized confidential student files.
- \* Ensure office area is kept neat and clean.



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## Our School

*The Washington School for the Deaf (WSD) is located near downtown Vancouver, Washington and is just a few miles from Portland, Oregon.*

*The Portland-Vancouver area offers outdoor enthusiasts and families scenic parks and recreation sites, camping, rivers and lakes, vibrant communities, farmers markets, arts and theatre, shopping, hiking paths, and bike trails.*

### Benefits include:

- *Medical, dental, and vision*
- *Retirement*
- *Life insurance and disability*
- *Vacation and sick leave*
- *Paid holidays*
- *Deferred Compensation Program*
- *Dependent Care Assistance*
- *Professional development*

*Apply online at  
[www.careers.wa.gov](http://www.careers.wa.gov)*

*Human Resources Office  
611 Grand Blvd.  
Vancouver, WA 98661  
[human.resources@cdhl.wa.gov](mailto:human.resources@cdhl.wa.gov)  
(360) 696-6525 v  
(360) 334-5780 vp*

*Equal Opportunity Employer*

## Compensation:

\$2,482 - \$2,855 per month and benefits

This is a union-represented school year position

## Desired Qualifications:

- \* Associates degree
- \* At least one year experience working with others in a professional office environment
- \* Ability to communicate proficiently in American Sign Language (ASL) and written English
- \* Ability to use the computer to email, create letters, certificates, reports, spreadsheets and forms
- \* Punctuality, professionalism and organizational skills
- \* Ability to work as a team member & maintain positive relations with staff, students, parents, and the public
- \* Experience with Skyward Student Information System
- \* Ability to order and maintain an inventory of supplies

## How to Apply:

Apply online at [www.careers.wa.gov](http://www.careers.wa.gov). Recruitment closes June 23, 2013. Projected start date is August 16, 2013.

Visit the school's website at [www.wsd.wa.gov](http://www.wsd.wa.gov).

## Special Notes:

The candidate selected for this position will be required to successfully pass a criminal history background check.



**CDHL**