

Job Title: Administrative Secretary, Communications & Foundation
Department: Communications & Foundation
Reports To: Communications & Foundation Director
FLSA Status: Non Exempt
Salary Schedule: SC lane 10



SUMMARY

The Communications & Foundation Administrative Secretary will assist the Director in all aspects of the WCSD Foundation Program & Communications Department by providing assistance in all activities, contact with donors, and helping to promote the Foundation Program. The Administrative Secretary would relieve the Director of as many responsibilities as possible as well as find creative ways to promote charitable giving to our organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Reviews and verifies the accuracy of work completed by the Foundation Program Secretary.

Prepares financial records for annual review by a CPA firm in advance of IRS tax filing.

Works closely with the Budget Director to monitor incoming donations and assist with various financial tasks, including reports, and deposits.

Reviews and audits school purchases to ensure compliance with donor intent and to protect the Foundation's 501(c)(3) status.

Provides training to school lead finance secretaries on Foundation guidelines, spending expectations, and allowable use of donated funds.

Addresses noncompliance by reporting serious violations to the Business Department for further investigation.

Coordinates logistics for quarterly Foundation Board meetings and other special meetings, including scheduling, preparing agendas, taking minutes, and providing financial reports.

Performs secretarial and administrative duties for the Foundation Board, supporting their assignments and ensuring smooth execution of their initiatives.

Coordinates the acceptance, sorting, and distribution of donated goods to appropriate schools or programs, ensuring items are useful, safe, and relevant. Maintains communication with school staff to identify current needs and maximize the impact of donated resources.

Works with new fundraising vendors and schools to collect required paperwork for vendor approval and maintains accurate records of all approved fundraisers. Serves as a point of contact

for school employees with questions about fundraising procedures, helping ensure compliance with district policies and guidelines.

Manages all paid advertisement requests submitted to the Foundation. Reviews content to ensure it meets district guidelines and coordinates the distribution process.

Communicates with vendors and school staff to clarify requirements, answer questions, and ensure timely delivery of advertising materials.

Maintains records of all approved advertisements for accountability and tracking purposes.

Oversees the operations of the Counselor Closet, ensuring it remains a reliable resource for students in need.

Works closely with school counselors to identify high-demand items and ensure inventory reflects current needs.

Seeks donations through ongoing outreach to businesses, community groups, and individuals.

Coordinates donation drives by sharing the purpose, impact, and urgency of the Closet's mission, helping the community understand how their support improves student well-being.

Maintains organized inventory, tracks distribution, and ensures timely restocking of essential supplies.

Serves as the primary point of contact for school employees, vendors, and community members with questions about Foundation programs, procedures, or donations, providing accurate information or directing inquiries to the appropriate person or department as needed. Actively involved in all Foundation Program activities and fundraisers.

SUPERVISORY RESPONSIBILITIES

While this job has no direct supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent and two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Communications & Foundation Director			Date: 08/18/2017
Approved By: Assistant Director, Human Resources			Date: 08/18/2017
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Communications & Foundation Director	Date: 10/11/2022
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Communications & Foundation Director	Date: 06/25/2025
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	