

Site Assistant II

Northwest Educational Service District 189
Skagit Discovery

[1103 McGarigle Road](#)
[Sedro-Woolley, WA 98284](#)



Position Summary

Provides administrative assistance to the Discovery Center Administrator by independently performing a variety of responsible support duties which are typically of a confidential nature. Administers medications to students on a daily basis. Assists with the supervision of students which may require de-escalation and physical management of students in crisis, according to established program procedures.

Qualifications

High school graduate or equivalent, two years of college level secretarial coursework, and two years of progressively responsible administrative level secretarial experience. Prior demonstrated work experience in a comparable environment is required. An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

Employment Conditions and Benefits

This is a full-time position, with 209 days (inclusive of holidays and vacation). Benefit package includes medical, vision, and dental insurance, life insurance, long term disability, paid sick leave, and enrollment with the Washington State Department of Retirement Systems.

How to Apply

Submit a complete application at nwesd.org/jobs. Applications for this position must include:

- Letter of Interest
- Resume

APPLY NOW



**Northwest Educational
Service District 189**

Together We Can



Questions?

Contact us by email at jobs@nwesd.org or by phone at (360)299-4057