



Job Title: **District Administrative Assistant**

Department: **District**

Supervisor: **Director or Manager**

Lane Placement: **ESP Lane 5**

Schedule: **Varies**      Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

### JOB DESCRIPTION

Under the supervision of the director or manager, the District Administrative Assistant will assist the department and staff with daily department functions, maintain computer and other records, and operate and maintain office machines. District Administrative Assistants will answer telephone calls, deliver messages, and provide routine information and directions.

### ESSENTIAL FUNCTIONS

- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Replies in a timely manner to phone, written and in-person requests for information.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Complete forms in accordance with company procedures.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- May compose, type, and distribute meeting notes, routine correspondence, and reports.
- Back up secretarial and staff as assigned.
- Requires ability to maintain strict confidentiality.
- Participate in training sessions when assigned.
- Performs general clerk duties as assigned.
- Prepares reports.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### Early Childhood Program

- Maintains permanent student files to assure compliance with Federal, State, and District regulations.
- Input student information and daily attendance into Skyward.
- Maintains accounting records.
- Prepares and types required reports.
- Manages and acts as receptionist in the Early Childhood office.
- Answers telephone, takes messages, schedules appointments, answers questions and directs calls.
- Takes information on referrals, sets up appointments for Preschool Program, schedule changes and testing.
- Assists parents, visitors and the public with a variety of questions and requests.
- Types assessments, correspondence, and reports for pre-school teachers, therapists and nurses, as needed.
- Types, verifies, and processes purchase orders for equipment and supplies.
- Types work orders.
- Maintains inventory of all pre-school equipment and asset numbers.
- Arranges the transportation of the pre-school by dispatching information between District Office, parents and teachers.
- Maintains a class lists and bus list.
- Monitor budgets for Early Childhood staff.
- Collect and record payments for Integrated Preschool program.
- Maintain immunization information and complete State immunization reports on students.

### Evidence-Based Learning

- Acts as an information resource for the Evidence-Based Learning Department.
- Maintains confidential information both written and oral.
- Completes other duties as assigned.

### Facilities Services

- Answers and makes telephone calls.
- Assists District personnel or the public requesting information in person.
- Performs significant secretarial and coordinating functions for the department director (e.g. types correspondence, sets up appointments, maintains confidential records, assists with budget and payroll).
- Enters and retrieves computer data.
- May provide support and technical assistance (some computer-related) to District personnel or directs calls to appropriate support staff.
- Job requires exercise of judgment within policy guidelines and without supervisory approval (e.g. resolving personnel problems, ordering supplies, answering questions to alleviate supervisor's workload).
- Maintains department continuity in supervisor's absence

**Human Resources**

- Replies in a timely manner to phone, written and in-person requests for information.
- Analyzes, summarizes and/or reviews data; report findings, interprets results and/or makes recommendations.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Open, read, route, and distribute incoming mail and other material and answer routine letters.
- Make copies of correspondence and other printed material.
- Maintain confidential records.
- Acts as an information resource for Human Resources.
- Receives files and organizes documents.
- Assist in maintenance over a variety of data bases.
- Scanning of files and other documents.

**Insurance Department**

- Answer phone and email inquiries concerning the District Health Insurance.
- Reconcile payroll deductions for health insurance premiums.
- Assist with all aspects of the annual health insurance open enrollment.
- Audit enrollment files for correctness and completeness.
- Process insurance related forms for governmental compliance.
- Process insurance carrier forms (claims, enrollment, and evidence of insurability).
- Reconcile enrollment data and update employee demographic information with our carriers.
- Respond to participant complaints and concerns.
- Act as liaison between employees and our insurance carriers.
- Deposit & track employee premium payments.
- Scan and index all insurance paperwork.
- Maintain confidential participant insurance files.
- Basic understanding of health, dental and life insurance strongly preferred.

**Medicaid Outreach Worker-Special Education**

- Assists family members of students with disabilities to complete application(s) for government funded insurance and benefit services such as Medicaid, CHIP and Social Security.
- Acts as information resource for Medicaid, Social Security and CHIP questions.

**Planning and Enrollment**

- Receives files and organizes documents.
- Performs varied secretarial tasks for departmental members.
- Acts as an information resource for the Planning & Enrollment department.
- Maintains confidential records.
- May assist with monitoring and processing Home School Applications.
- Assists patrons.

**Purchasing Technician**

- Prioritizes, prepares, and formats bids, RFI's, and RFP's.
- Creates, checks, and verifies vendor information pertaining to purchase orders.
- Prints, faxes, verifies, and files all Purchase Order information.

- Sends all copies of Purchase Orders to schools and departments.
- Processes and keeps track of all Purchase Order Change or Delete Forms.
- Process and keeps track of all Credit Applications.
- Assistant to a Senior Buyer and a Buyer.
- Files tracks, and catalogs all bid information, keeping the location log up to date.
- May do limited purchasing under the direction of the lead buyer.
- Works closely with school and department secretaries, keeping an updated list of purchasing contacts in all departments and schools.
- Works closely with Accounts Payable Assistants, working to resolve any issues and keep them up to date on all changes to any purchases.
- Requires knowledge and skill with Microsoft Office, especially Excel, Word and PowerPoint.
- Must acquire operational knowledge of State and District procurement laws, regulations, and procedures within six months of employment.
- Requires tact and diplomacy in resolution of problems relating to purchasing.
- Requires ability to properly process, file, and access confidential information.
- Requires ability to resolve problems with bid format, vendors, and School/ District personnel.
- Requires ability to meet tight deadlines.
- Preferred understanding of USPS regulations.
- Requires good record keeping and filing skills.

### **Canyons Virtual High School**

#### **Job Description**

Under the supervision of the Principal of CVHS and CVHS Technical Supervisor, the CVHS District Administrative Assistant is responsible for evaluating and processing student registrations. Assisting with student progress monitoring and coordinating with school counselors and teachers as needed. Using outstanding customer support, the CVHS Administrative Assistant must prioritize tasks, work with the public and evaluate critical information.

#### **Essential Functions**

- Be able to quickly understand the CVHS model of operations.
- Maintain confidentiality in school records.
- Maintain accuracy when working on projects and registration processes.
- Provide outstanding customer support via email, phone and in person.
- Successfully engage in multiple initiatives simultaneously.
- Meet critical deadlines within limited time frames.
- Review, analyze and process student registrations for accuracy in submission which requires a working knowledge of Skyward, GradPoint, Canvas, Microsoft and Google Suites and a CVHS proprietary database.
- Working knowledge of the following programs preferred: Skyward, Canvas, GradPoint, Microsoft and Google Suites.
- Coordination with district personnel and school counselors will be required.
- Assist Technical Supervisor with special projects as needed.
- Ability to compose professional correspondence via email or letters as needed.
- Experience with PC's and Macintosh.
- Willingness to learn new skills, tasks and programs as learning platforms change.

## Special Education

- Provide overall support of District wide program with a variety of assigned duties.
- Maintain files for Special Education Department, much of filing deals with confidential material.
- Excellent record keeping and filing skills.
- Through the District Information Systems, assure accurate computerized records are maintained.
- Input, track, receive, and file incoming Purchase Orders.
- Provide excellent customer service to Department staff, District personnel and the public.

## Transportation/Special Education Administrative Assistant

- The District Administrative Assistant interacts with Bus Drivers and other Transportation employees for operational assistance and emergencies.
- Works with routing to coordinate student locations and routes for optimal efficiency of attendant coverage and provide schedules for bus attendants.
- Maintains an Attendant/Student Information Form for bus drivers and accurately maintains and updates databases.
- Quick and focused response to daily changes to ensure bus attendants are on routes daily.
- Maintain a professional relationship with bus attendants and drivers.
- Requires good judgment in acting on reported activities, referring matters to the proper people. Proper procedures are outlined, but appropriate actions vary due to circumstances (e.g. calling fire department for fire alarm, notifying officers of reported problems and keeping officers informed in dangerous situations).
- Requires ability to multi-task and handle stress while maintaining a positive attitude with parents, drivers, attendants and all school and office personnel.
- Assistant will be required to ride the bus as needed.

### *Additional Qualifications (Specific to Transportation/Special Education Administrative Assistant)*

- Knowledge of how routing functions and how routes are assigned preferred.
- Requires one year prior job related work experience with demonstrated competence.
- Requires the ability to pass the bus attendant physical agility test.
  - Requires the ability to carry a minimum of fifty (35) pounds.
  - Requires the ability to drag (125) pounds with assistive devices.
  - Requires the ability to do other physical activities associate with bus safety.
- Requires ability to sit, stand, walk; uses arms and hands to reach and hold, hands and fingers to grasp and feel.
- Assists in gathering information and entering data for various programs.
- Works with Information Systems to create needed reports and obtain data for reports.

## South Park Academy

- Performs attendance accounting for all Adult Education students.
- Oversees the delivery and pick up student records for units.
- Enters and exits students, as well as updates information of the Ed Stats system and the Utopia system (e.g. entering of daily membership, transcript, testing information, demographics, and individual credit hours).
- Compiles student instructional hours from other educational institutions and enters credits generated from High School and Life Skills programs into UTOPIA.

- Obtains data for transcripts, permanent records, and special education records for the school.
- Updates and prepares files for new school year. Annually pulls files and places them in inactive status.
- Prepares year-end summary for State Office of Education, which includes updating UTOPIA and S-2 information for all programs.
- Oversees and responds to requests from other districts, USOE, Corrections, and private entities requesting student information. Ensures that information is accurate and correct. These functions are performed on a year-round basis.
- May maintain attendance records and other files and records as required by USOE.
- May compile and report statistical data as required by USOE Corrections and school staff.
- Incumbent must be fingerprinted and clear a criminal background check and be able to qualify for a Department of Corrections I.D. badge.
- Must understand and translate grade and class requirements, transcript deficiencies, and other procedures, guidelines, etc.
- Requires excellent interpersonal skills. Interacts with Site Secretaries, school counselors, teachers and administration.

### Warehouse

- Acts as an information resource regarding the specific focus.
- Answers and makes telephone calls.
- Types and distributes memoranda.
- Serves as a resource to personnel or the public.
- May act as a lead worker, assigning tasks and following through with other office assistants and/or student helpers.
- Incumbent may maintain fairly structured budgets.
- Track, receive, and file incoming Purchase Orders; have a working knowledge of USDA procedures and commodities.
- Incumbent may deal with Principals, teachers, clerks, school secretaries, employees, custodians, vendors, and others in assembling and disbursing routine information.
- Type correspondence, set up appointments and perform clerical duties as required.
- Must be able to operate and use District Financial System (Preference given to those that have Skyward experience).
- Processes data or information relating to a specific focus (e.g. keeps inventories of warehouse commodities; assisting in warehouse audits, and Nutrition Service needs).

### Youth-in-Custody

- Responsible for setting YIC meetings and appointments.
- Accounts for attendance of YIC students, and supplies needed reports and records for shelter care and school-based programs.
- Incumbent performs general office duties for YIC director and staff, as well as District support staff (e.g. OT, PT, visually impaired, hearing impaired programs).
- Incumbent serves as back-up secretary for head secretary.
- Acts as secretary to YIC program specialist.
- Types and files correspondence.
- Performs attendance accounting for all YIC students.
- Acts as liaison between Youth Corrections, Division of Family Services, Youth Services, support agencies, and the schools, both within and outside of the District.
- Delivers and picks up student records for YIC units.

- Enters and exits students, as well as updates information of the SIS system and the Delta system (e.g. entering of daily membership, transcripts, immunizations, testing information, demographics, and individual credit hours).
- Compiles student instructional hours from other educational institutions and enters credits generated from Jordan YIC programs into SIS.
- Obtains data for transcripts, permanent records, and special education records for school-based mentoring/tracking and the Observation and Assessment Center programs.
- Updates and prepares files for new school year. Annually pulls files and places them in inactive status.
- Prepares year-end YIC summary for State Office of Education, which includes updating SIS and S-2 information for all YIC programs.
- Correlates and responds to requests from other districts, Division of Family Services, Youth Corrections, and private entities requesting student information. Ensures that information is accurate and correct. These functions are performed on a year-round basis.
- Maintains YIC requisitions, purchase orders, invoices, and monitors inventory. May verify shipments and invoices with vendors. Orders YIC supplies and school materials.
- Directs telephone calls and visitors to appropriate staff.
- May maintain attendance records and other files and records as required by Youth Corrections.
- May compile and report statistical data as required by Youth Corrections and Youth-in-Custody.
- Performs general office duties in the school office for YIC staff as well as District support staff (OT, PT visually impaired, and hearing impaired programs).
- Daily travel to schools is required.
- Must understand and translate grade and class requirements, transcript deficiencies, and other procedures, guidelines, etc. as they apply to YIC.
- Requires valid Utah Driver License.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires high school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires two years training in general office procedures, computer entry and retrieval, word processing, and analysis.
- District experience can be preferred.
- Must demonstrate competence in reading, writing and math.
- Requires ability to organize and prioritize work.
- Requires basic skills with working knowledge of Excel, Word, and other computer software programs.

- Requires excellent speaking, writing and communication skills (e.g. spelling, grammar, document construction).
- Excellent interpersonal skills.
- Requires ability to maintain strict confidentiality.
- Requires ability to perform work requiring accuracy and concentration and meet deadlines.
- Ability to prioritize projects.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires the ability to lift a minimum of ten (20-50) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/8/2020