



Job Title: **High School IB Administrative Assistant Level 1 & 2**

Department: **District**

Supervisor: **Director or Manager**

Lane Placement: **ESP Lane 5 - 6**

Schedule: **35 hr/180 day** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Principal, the High School IB Administrative Assistant will assist the International Bachelorette program staff and students with daily support functions, maintain computer and other records. This position serves as source of information on the IB program. High School IB Administrative Assistant will answer telephone calls, deliver messages, and provide routine information about the IB program.

ESSENTIAL FUNCTIONS

- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Liaison to the IB parent group committee.
- Complete PO's and other purchasing related functions.
- Arrange travel and training opportunities for teachers related to the IB program.
- Order all IB supplies and equipment.
- Maintain multiple budgets.
- Mail out various materials to multiple agencies.
- Verify timesheets for additional compensated time for IB related staff members.
- Coordinate catering for local and statewide events.
- Coordinate college and university high school visits.
- Arrange payments for fees and dues for the IB program.
- 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.

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 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 verified typing skill of 50 wpm.
- Proficient in 10-key.
- Requires ability to perform work requiring accuracy and concentration and meet deadlines.
- Ability to prioritize projects.
- Lane 6 requires the candidate to have a valid Associate Degree or higher from an accredited college or university.

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 (10) 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

ADA _____

HR _____

Effective date: 6/8/2020