



Job Title: **District Administrative Assistant**

Department: **Career and Technical Education**

Supervisor: **CTE Director**

Lane Placement: **ESP Lane 8**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the director or coordinator, the District Administrative Assistant will assist the department and staff in daily departmental functions, maintains computer and other records and operates and maintains office machines. The assistant will also support telephone calls, deliver messages and provide routine information and direction to staff and visitors.

ESSENTIAL FUNCTIONS

- Maintains and monitors accuracy of computer and other records.
- Strong computer software skills (Word, Excel, Publisher, databases, data merge, etc.).
- Skyward experience preferred.
- Fills out forms.
- Responsible for providing excellent customer service to district staff, schools, and the Canyons School District patrons.
- Acts as an information resource for the Department.
- Uses computer software to generate spreadsheets, reports, documents and other materials.
- Uses computer to research and find needed information.
- Schedules meetings, conferences, trainings and other departmental events
- Processes payroll for employees paid out of budgets managed by department.
- Communicates information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Deals with people in a professional manner which shows sensitivity, tact, and professionalism.
- Directs telephone calls and public.
- Replies in a timely manner to phone, written and in-person requests for information.
- Ability to prioritize projects.
- Meets deadlines while handling frequent interruptions.
- Maintains confidential information both written and oral.
- Participate in training sessions when assigned.
- Receives files and organizes documents.
- Performs varied secretarial tasks for both district CTE Director and district CTE Coordinator.
- Compiles and synthesizes data related to department activities.
- Performs basic bookkeeping (budgets and purchasing).
- Maintains CTE webpage.
- Runs Skyward financial reports.
- Knowledge of Canvas, Google Docs and Dropbox preferred.
- Other duties as assigned.
- 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 backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Associates Degree or beyond preferred. Verification may be requested.
- Must have strong computer knowledge. (Excel, Microsoft Word, Outlook, Power Point, Photoshop, Publisher, Adobe and preferably Canyons District Systems).
- Demonstrates flexibility, the ability to work independently, and problem solve.
- Requires ability to handle multiple tasks and multiple priorities in managing workload.
- Requires clerical experience with demonstrated competence.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires ability to operate a variety of office machines.
- Requires some problem solving and exercise of judgment within present guidelines.
- Requires the ability to provide outstanding customer service to all patrons and employees, and the ability to work in a team environment as well as work efficiently independently.
- Must have a growth mindset, strong organizational skills, personal initiative, excellent verbal and written skills and the ability to handle multiple priorities and deadlines.
- Canyons School District experience preferred.

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:

- 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