



Job Title: **District Support Assistant**

Department: **District Wide**

Supervisor: **Director, Manager or Coordinator**

Lane Placement: **ESP Lane 4**

Schedule: **Varies**

Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the director, manager or coordinator, the Support Assistant assists administrative staff in a variety of capacities in the department. Maintains computer and other records, and operates and maintains office machines. Assistant answers telephone calls, delivers messages, and provides routine information and direction to staff and visitors.

## ESSENTIAL FUNCTIONS

- May assist office staff by preparing materials/facilities for variety of areas throughout the district.
- Maintain and monitors accuracy of computer and other records.
- Fill out forms.
- Must demonstrate competence working a computer and programs (Microsoft Office).
- Perform functions in the Skyward system.
- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Replies in a timely manner to phone, written and in-person requests for information.
- Assists in general clerical duties as needed. (e.g. filing, processing data, directing telephone calls)
- Must demonstrate basic competence in reading, writing and basic math.
- Job requires the ability to organize.
- Analyzes, summarizes and/or reviews data; report findings, interprets results and/or makes recommendations.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Ability to prioritize projects.
- Maintain confidentiality.
- Participate in training sessions when assigned.
- May use electronic equipment to communicate with department employees.
- Back up secretarial and staff as assigned.
- Other duties as assigned.
- Predictable or reliable attendance.

During times of state and 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.

## Special Education Support Assistant

- Assist with entering SCRAM data on all Special education students in the District.
- Assist with ordering and stocking office supplies.
- Interface directly with those closely involved with inventory items.

- Receive data for invoices, purchase orders, warehouse stock requisitions, inventory reports and physical counts and prepare same for computer input and inventory control.
- May maintain inventory control at various locations.
- Assist with fiscal year –end inventory audit.

### **SCRAM Support Assistant**

- Enters SCRAM data on all Special Education students in the District.
- Schedules and conducts rotating audits for every school in the District to verify SCRAM input on an on-going basis.
- Acts as information resource for SCRAM questions.
- Assists in gathering information and entering data for Office of Civil Rights (OCR) and Office of Special Education Programs (OSEP) reports. Works with Information Systems to create needed reports and obtain data for reports.

### **Purchasing (Inventory)**

- Receives data from invoices, purchase orders, warehouse stock issue requisitions, inventory reports and physical counts and prepares same for computer input and inventory control.
- Interfaces directly with those closely involved with inventory items.
- Reviews and edits inventory reports noting changes, deletions, stock numbers, etc.
- May verify purchase orders for vendor payment.
- May maintain inventory control at various locations (e.g. warehouse, District Office, school and other locations as assigned).
- Works with other inventory clerks to take physical inventories at schools to enter them on-line for inventory control.
- Fiscal year-end inventory audit.

### **Purchasing (Mailroom)**

- Picks up outgoing U.S. mail and interoffice mail from various District Offices.
- Prepares outgoing U.S. mail for pick-up.
- Receives and distributes U.S. mail.
- Receives and distributes interoffice mail to District Offices.
- Sends materials (small packages, envelopes and printed materials) to District schools.
- Receives incoming materials delivered by UPS and forwards to designated District location.
- Bills appropriate District departments for postage.
- Forwards postage tickets to the Accounting Department.
- Provides assistance to the Central Warehouse as needed.
- Understanding of USPS requirements.
- Operate mailroom equipment.
- Organize and distribute mail to proper designations.

### **Youth-In-Custody**

- Assistant to the YIC program specialist.
- May assist in attendance accounting for all YIC students.
- May act as liaison between Youth Corrections, Division of Family Services, Youth Services, support agencies, and the schools, both within and outside of the District.
- May delivers and picks up student records for YIC units.
- May maintains YIC requisitions, purchase orders, invoices, and monitors inventory. May verify shipments and invoices with vendors. Orders YIC supplies and school materials.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- National Institute of Corrections (NIC) Instructor Certification desired.

- Incumbent must be fingerprinted and clear a criminal background check and be able to qualify for a Department of Corrections I.D. badge.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

### **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. Verification may be requested.
- Must have strong computer, customer service and telephone skills.
- Ability to deal with multiple issues at the same time.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Job requires the ability to follow instructions.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

**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 ability to lift a minimum 30 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: 06/10/2020