



Job Title: **District Administrative Assistant**

Department: **District Offices**

Supervisor: **Director or Coordinator**

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.
- Use computer software to generate reports, documents and other materials.
- Use computer to research and find needed information.
- Strong computer software skills (excel, access, data bases, 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, document and other materials.
- Uses computer to research and find needed information.
- Schedule meetings, conferences, trainings and other departmental events.
- Maintains confidential files.
- Processes payroll for employees paid out of budgets managed by department.
- 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.
- Directs telephone calls and public.
- Replies in a timely manner to phone, written and in-person requests for information.
- May use electronic equipment to communicate with department employees.
- Back up secretarial and staff as assigned.
- Ability to prioritize projects.
- Meet deadlines while handling frequent interruptions.
- Maintains confidential information both written and oral.
- Participate in training sessions when assigned.
- 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.

Special Education

- Provide specialized support to Related Services Coordinators.
- Purchase supplies for Related Service Coordinators & Providers.
- Track and manage budgets and fixed assets for Related Service Providers.
- Requires excellent record keeping and filing and organizational skills.
- Through the District Information Systems, assure accurate computerized records are maintained.
- Work independently to order certified testing protocols such as Woodcock Johnson III, WISC, PLS, CELF, Goldman Fristoe, Weschler and track protocol distribution.
- Coordinate activities and trainings with third party vendors.
- Provides technical assistance to staff in regards to on-line assessments.
- Manage on-line assessment accounts with multiple vendors.
- Mobile Device Management for special education department.
- Provide technical training on installation of assessments on mobile devices.
- Accountable for tracking District wide assessment licensing.
- Organize detailed information for State and Federal reports.
- Ability to effectively utilize specific Special Education software, such as GoalView.
- Manage all SCRAM (Self-Contained & Resource Attendance Management) student data.
- Enter all SCRAM data in Skyward Student.
- Create and Analyze SCRAM reports from Skyward.
- Train teachers and related service providers on SCRAM.
- Adhere to strict guidelines and deadlines for State and Federal reports.
- Collaborate with other District departments and agencies.
- Generate reports specific to Special Education requirements.
- Provide overall support of District wide program with a variety of assigned duties and respond to Special Education related questions.
- Provide back-up support for Department HR/SCRAM functions.
- Maintain confidential files for Special Education Department.

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, Adobe and FileMaker and preferably Canyons District Systems).
- 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 verified typing skill of 50 wpm.
- 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.
- School/Human Resource 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:*

Institutional Research & Assessment

- Work requires moderate physical exertion - lifting equipment and materials of up to thirty-five (35) pounds.
- Will experience pressure and stress to meet deadlines.

- 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: 6/08/2020