



Job Title: **District Administrative Assistant**  
 Department: **Student Advocacy and Access**

Supervisor: **Director**

Lane Placement: **ESP Lane 8**

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

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director of Student Advocacy and Access, the District Administrative Assistant will assist the department and staff in daily departmental functions, maintain records, support outreach efforts, aid in the work of Community Schools and Partnerships. The assistant will also act as receptionist for the Department, support telephone calls, public inquiries, and assist in the documentation required for Federal and State programs and grants.

## **ESSENTIAL FUNCTIONS**

- Maintain and monitor accuracy of inventory
- Update and maintain the Department's website
- Use computer software to generate reports, spreadsheets, documents and other materials.
- Use computer to research and find needed information as requested.
- Use software skills (Adobe, Excel, Access, Google Forms, Skyward, data bases, data merge, etc.) to work efficiently
- Manage correspondence to public, community partners, parents and staff
- Manage testing and data tracking for employees to meet Highly Qualified status in Title I schools
- Provide excellent customer service to district staff, schools, and the Canyons School District patrons
- Act as receptionist for the Department in answering phone calls, emails, and welcoming patrons, teachers, community partners and staff and providing timely and accurate information to them
- Schedule meetings, conferences, trainings and other departmental events
- Provide needed clerical and set-up support for meetings, conferences, trainings and community events
- Maintain confidential files
- Order supplies, schedule field trips and manage requests for School/Department events.
- 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.
- Cross train with other staff members to manage budgets, translation services, community outreach efforts and other department programs
- Support other Administrative Assistants and staff as needed, and during major Department projects
- Must be able to take the initiative, problem-solve and work independently
- Must be able to meet deadlines while handling frequent interruptions
- Maintain confidential information
- Engage in opportunities to strengthen professional skills
- Support the positive and productive culture of the department
- Predictable and 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.

- 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.

#### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

#### QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires Associates Degree, or beyond preferred. Exceptional experience considered.
- Must have strong computer knowledge and skills (Excel, Microsoft Word, Outlook, Power Point, Adobe, FileMaker and preferably Canyons District Systems – Skyward, Google Docs, etc).
- Requires the ability to take the initiative and work independently in a fast-paced office
- 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 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 well in a team environment as well as individually
- Must have a growth mindset, strong organizational skills, personal initiative, excellent verbal and written skills and the ability to handle multiple priorities and deadlines.
- Requires an understanding of diverse cultures and life experiences, and an ability to work productively with students, families, staff, schools and community partners
- Ability to speak, read and write fluently in Spanish preferred
- Experience working in a school preferred, but other relevant experience strongly considered

#### 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.  
reasonable duty as needed.

- 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: 6/9/2020