



Job Title: **District Administrative Assistant**

Department: **District Offices**

Supervisor: **Director or Coordinator**

Lane Placement: **ESP Lane 6**

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.
- 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 the 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.

## **Community Education (CE)**

- Assist with planning/implementing/documenting/resolving and processing all aspects of registration.
- Prepare schedules and various reports.
- Assist CE coordinator with investigating and creating new CE classes and teachers.
- Assist with tracking teacher hours and payroll.
- Assist with recruiting new teachers.

- Creation, editing and dissemination of CE catalog.
- Must have experience with RevTrak, Microsoft Office 2010, Acrobat Pro and QuarkXPress8.
- Performs graphic design and illustrations of catalog and other print materials.

### **Human Resources**

- May assist with completing background checks.
- Complete employee verifications.
- Input assignments into payroll system, sends correspondence, and maintains employee personnel files.

### **Student Support Services**

- Gathers YIC and long-term Home and Hospital student information.
- Requests and maintains transcript information, and enrolls students into appropriate educational programs.
- Input student data, and maintain files in an accurate and timely manner.
- Skyward and Utopia experience preferred.

### **Planning & Enrollment**

- Assist patrons and school personnel.
- Work with parents who Dual Enroll and Home School.
- Function as Notary.
- Perform office correspondence.
- Work with records maintenance.
- Keep permits up to date.
- Confirm boundary verification.

### **Entrada**

- Performs accounting functions for all school monies. Posts, balances and submits necessary reports for all accounts. Special school funds include State and Federal.
- Orders materials and supplies for the school. Generates, submits and files purchase orders and invoices.
- Verifies fixed assets inventory and maintains books inventory.
- May complete and submit work orders for facility repairs.
- Reports to the principal. Takes telephone messages and sets up meetings and appointments.
- Coordinates student registration. Including special programs.
- Coordinates with other staff the maintenance of attendance records and student transcripts. Maintains confidentiality of student information. Gathers information, generates and submits various required reports.
- May provide agendas and take minutes for meetings as assigned by the school principal. Handles related correspondence and assignments.
- Assists office help in greeting visitors and answering questions for staff, parents, students and the public.
- Distributes items to students (e.g. lunches, lunch money, lost and found, items brought in by family members for students).
- Compiles or supervises the preparation and submitting of payroll information to District offices.
- Provides an accurate accounting of absences, substitutes, time sheets for contract and non-contract employees.

- Arranges for emergency substitutes on rare occasions that regular substitute arrangements cannot be made through the District substitute teacher system.
- Schedules and coordinates the work flow in the school office. Monitors work for quality, accuracy and timeliness. This generally involves an attendance secretary, registrar and office assistants. Supervises student helpers.

### **Special Education**

- Ability to learn specific Special Education software, such as GoalView.
- Track and research individual student files.
- Disseminate materials to schools.
- Order and track material and equipment.
- Collaborate with other District departments and agencies.
- Generate reports specific to Special Education requirements.
- Respond to Special Education related questions.
- Schedule bus attendants based on IEP requirements.
- Support and process payroll for bus attendants.
- Coordinate schedules for bus attendants.

### **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 knowledge. (Excel, Microsoft Word, and preferably Canyons District Systems).
- 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 good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing.
- 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:*

- 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: 6/8/2020