



Job Title: **District Administrative Assistant**

Department: **District Offices**

Supervisor: **Director or Coordinator**

Lane Placement: **ESP Lane 7**

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 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

- Manage all SCRAM (Self-Contained and 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.
- Complete GoalView file transfer requests.
- Monitor student data on GoalView.
- Provide back-up technical support to the GoalView Manager.
- Post Special Education jobs on the Canyons District Web Site and Teachers-Teachers.
- Collect, screen and distribute Special Education application packets.
- Submit Special Education hiring paperwork.
- Track Special Education staff database.
- Collect and analyze data for Personnel and FTE reports.

## Human Resources-Recruitment

- Experience with Skyward and CACTUS preferred.
- Track teacher evaluations (CTESS).
- Handle sensitive, confidential information.
- Handle and creates online forms.
- Fingerprint new employees.
- Ability to learn computer software quickly.
- Experience with Microsoft, Access, Excel, Word, InDesign, Google docs preferred.
- Handle travel for in and out-of-state recruiting-schedule dates, collect materials for interviews.
- Handle teacher transfer list.
- Handle student teachers placements.
- Handle candidate data base.
- Post open positions on District website.
- Experience with FMLA preferred.

## Human Resources Lead

- Coordinates all salary placement and contracts.
- Training H.R. administrative assistant team.
- Assist with finger printing of employees.
- Track all Criminal Background check reports.
- Complete Employment Verifications.
- Scan all documents related to personnel files.
- Organize the imaging software to department needs.
- Assist in the management of the HR personnel file security and completeness.
- Input contracts and update employee information in the HRIS System.
- Complete hiring documents for new employees.
- Audit HR files and documents as requested.

## Human Resources ESP Assistant

- Manage FMLA correspondence and processes.
- Process Sick Bank materials for ESP employees.
- Track Sick Bank usage for ESP employees.
- Serve as the Committee Administrative Assistant on the ESP Sick Bank Committee.

- Approve ESP Personal Days for before and after holidays.
- Serve as the Committee Administrative Assistant on the ESP Professional Development Committee (ESP DC).
- Manage and update the ESP DC web pages.
- Manage and update the ESP Job Opening web pages.
- Assist with Criminal Background check tasks.
- Assist with fingerprinting of employees.
- Give guidance on basic policy related issues to employees and departments.
- Process unemployment claims and provide updates regularly.
- Scan all documents related to personnel files.
- Organize the imaging software to department needs.
- Compile and manage all ESP job opening packets through the whole process.
- Provide information on hiring and screening process issues with employees and patrons.
- Update Job Descriptions.
- Conduct research on HR Related issues.
- Assist in the management of the HR personnel file security and completeness.
- Input contracts and update employee information in the HRIS System.
- Complete hiring documents for new employees.
- Audit HR files and documents as requested.
- Assist with JCES files and document processing.
- Conducts HR processes training with departments and individuals.
- Update presentation materials on Cola and other systems.

### Nutrition

- Processes data or information relating to a specific function (e.g. preparing bids, monitoring requisitions, supervising disbursement area in IMC, processing enrollment estimates, projections and reports).
- Acts as an information resource regarding the specific function.
- Answers and makes telephone calls.
- Types and distributes memorandum.
- Assists District personnel or the public requesting information in person.
- Performs significant secretarial and coordinating functions for the department director (e.g. types correspondence, sets up appointments, maintains confidential records, assists with budget and payroll).
- In a situation where support workload help is necessary, may act as the lead worker (e.g. assigning tasks, directing work flow to department secretaries and/or clerks).
- Enters and retrieves computer data.
- May provide support and technical assistance (some computer-related) to District personnel or directs calls to appropriate support staff.
- Job requires exercise of judgment within policy guidelines and without supervisory approval (e.g. resolving personnel problems, ordering supplies, answering questions to alleviate supervisor's workload).
- Maintains department continuity in supervisor's absence.
- Experience in managing budgets would be helpful.

### Facilities Services

- Processes data or information relating to a specific function (e.g. preparing bids, monitoring requisitions, supervising disbursement area in IMC, processing enrollment estimates, projections and reports).
- Acts as an information resource regarding the specific function.

- Answers and makes telephone calls.
- Types and distributes memorandum.
- Assists District personnel or the public requesting information in person.
- Performs significant secretarial and coordinating functions for the department director (e.g. types correspondence, sets up appointments, maintains confidential records, assists with budget and payroll).
- In a situation where support workload help is necessary, may act as the lead worker (e.g. assigning tasks, directing work flow to department secretaries and/or clerks).
- Enters and retrieves computer data.
- May provide support and technical assistance (some computer-related) to District personnel or directs calls to appropriate support staff.
- Job requires exercise of judgment within policy guidelines and without supervisory approval (e.g. resolving personnel problems, ordering supplies, answering questions to alleviate supervisor's workload).
- Maintains department continuity in supervisor's absence.

### Planning & Enrollment

- Complete department correspondence.
- Prepare and submit enrollment reports.
- Assist in the placement of foreign exchange and permit students.
- Interface with city and county government leaders.
- Track department budgets.
- Schedule meetings for department staff.
- Receives files and organizes documents.
- Performs varied secretarial tasks for departmental members.
- Acts as an information resource for the Planning & Enrollment department.
- Maintains confidential records.
- Boundary Verification.
- Monitors and processes Home School Application.
- Serves on school calendar committee.
- Assists patrons.

### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• 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.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• 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.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### 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 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 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