



Job Title: **District Support Assistant**

Department: **District Wide**

Supervisor: **Director, Manager or Coordinator**

Lane Placement: **ESP Lane 3**

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 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.

Cosmetology (CTEC)

- Understands the working of a salon/Cosmetology environment.
- Familiar with ordering Cosmetology product and supplies.
- Training in basic signing is preferred.
- Requires ability to respond quickly to emergency situations.

- May contact vendors to clarify shipments and invoices.
- Performs general clerical duties as assigned (e.g. field trip scheduling, stockroom requisitions, purchase orders, invoice processing, inventory monitoring, and employee notification).

Special Education - Canyons Family Center

- Establish a professional, confidential and friendly atmosphere.
- Schedule staff and clients' appointments and classes.
- Organize and maintain professional library material.
- Keep records.
- Manage files.
- Maintain databases.

Special Education - Transportation

- Perform as a bus assistant when needed.
- Assist Special Education & Transportation with scheduling bus assistants.

District Office/HR Receptionist

- Receptionist answers the facility main telephone and routes call.
- Uses computer electronic mail to relay messages.
- Communicates needs to building custodian.
- Places and records long distance calls.
- Receptionist for District Office or Auxiliary Services Building, directing visitors to scheduled meetings, in-service classes and appropriate office or personnel.
- May schedule conference rooms and prepare and distribute schedule of meetings and events.
- Takes messages for secretaries and/or department personnel who are not available.
- Responsible for maintaining petty cash and appropriate records.
- Requires ability to operate a multiple-line telephone system and computer terminal.
- Requires excellent interpersonal skills. Extensive interaction with parents, the public, administrators, teachers, and vendors in answering calls and greeting visitors.
- Requires ability to recall data and information with accuracy (location of District departments and associated tasks of the personnel in each department).

Copy Center Technician

- Operates large high-volume photocopier machines to copy materials (including continuous forms) for schools and departments. Calculates cost and bills requisitions. Tracks jobs using computer program. Proof reads submitted work for spelling and grammar error. Works with secretaries to ensure quality of submitted work.
- Operates power cutter, shrink wrapper, power folder, power stitcher, 3-hole drill and a variety of binding equipment. Makes minor adjustments and cleans photocopier machines daily. May make minor repairs with instruction from Service Technician.
- Remains alert and follows proper operating procedures on all equipment to avoid injury to self and others.
- Delivers completed jobs to various offices and mail room. Cleans work area and keeps it free of clutter.
- Job requires manual dexterity and mechanical aptitude to operate a large photocopier machine and binding equipment safely.
- Must be able to use data base software for tracking jobs and billing.
- Requires the equivalent of six months training in word processing, data base, and operation of relevant machines.
- Six (6) months of prior job related work experience is required, with demonstrated competence.
- Sets work priorities in consultation with clients. Coordinates work on several machines simultaneously. Solves minor mechanical problems. Requires some problem-solving and initiation of activities within job description.

- Works closely with district employees and vendors' service technicians.
- Coordinates work priorities with Supervisor and part-time employees.

Transportation-Clerk

- Answer phones for transportation.
- Back up for office staff.
- Answer questions for drivers.

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 40 pounds.

Copy Center Technician

- Job requires standing for long periods of time, exposure to noise and chemicals. Stress may occur in meeting deadlines and ensuring job quality.
- Required to lift up to 50 lbs.

- 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: 06/10/2020