



Job Title: **Entrada Support Assistant**

Department: **Entrada**

Supervisor: **Principal**

Lane Placement: **ESP Lane 4**

Schedule: **10** Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Adult Education Coordinator, the Support Assistant will be responsible for file maintenance, compliance auditing of student files, and student data at Entrada High School. The Support Assistant will also be responsible for supporting the testing center and other clerical functions of Entrada High School.

ESSENTIAL FUNCTIONS

- Regularly review student records and file information to ensure they are accurate and complete.
- Regularly perform data entry and reporting in UTopia Adult Education database.
- Track and obtain missing student file information.
- Accurately maintain and monitor student data and other records.
- Demonstrate speed and accuracy working on computers and software, including Microsoft Office.
- Communicate written information and ideas clearly and concisely: 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)
- Attend all relevant school, district and state trainings as assigned.
- Analyze, summarize and/or review data; report findings, interpret results and/or make recommendations.
- Treat all people in a professional manner which shows sensitivity, tact, and professionalism.
- Ability to prioritize projects.
- Maintain confidentiality.
- 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.

Entrada Support Assistant

- Audit and update student files as directed by Entrada administration.
- Provide timely file audit/review results to ensure consistent and accurate policies being followed.
- Communicate findings of file audits to other clerical staff.
- Prior experience in adult education or special education preferred.
- Spanish speaker preferred.
- Skyward experience desired.

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 30 pounds.

- 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