



Job Title: **School Support Assistant**

Department: **Schools**

Supervisor: **Director, Manager or Principal**

Lane Placement: **ESP Lane 4**

Schedule: **Varies**

Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the director, manager or principal, the Support Assistant IV assists the school 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.
- 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.
- 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 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.

Clerk IV

- Assists teachers, counselors, administration, and other staff with scheduling.

South Park

- Incumbent must be fingerprinted and clear a criminal background check and be able to qualify for a Department of Corrections I.D. badge.
- Must attend in-service and formal classes and/or training as required by the Canyons School.
- Prepares year-end summary for State Office of Education, which includes updating UTOPIA and S-2 information for all programs.
- Gathers information for needed reports from UTOPIA, Ed Stats and O Track.
- Performs attendance accounting for all Adult Education students.

- Updates information of the Ed Stats system and the Utopia system (e.g. entering of daily membership, transcript, testing information, demographics, and individual credit hours).
- Compiles student instructional hours from other educational institutions and enters credits generated from High School and Life Skills programs into UTOPIA.

Attendance Specialist

- Receives referrals from principals regarding student attendance problems.
- Contacts parents to discuss student truancy problems and explores possible solution. Incumbent visits with parents in their homes or calls them at work.
- Meets with principals and teachers to review information gathered from parents about truancy situations and works out changes that will encourage better attendance.
- Counsels with parents about ways to increase their child's attendance at school. Refers parents to community services, District services, and government programs.
- May report unacceptable home situations to appropriate authorities to protect children.
- May recommend legal action against parents to ensure children will consistently attend school.
- Acts as a liaison between schools and the minority community.
- May interpret for Spanish-speaking parents at parent/teacher conferences and/or for school nurse. Answers parent question about school when a language barrier exists.
- Prepares reports on job activities.
- Enrolls and helps students with limited English speaking skills to complete forms.
- Requires social work and counseling skills to work with a variety of adjustment problems and make appropriate community referrals.
- Requires ability to speak, read, and write fluent in Spanish or Vietnamese, as well as English.
- Requires ability to interact with principals, students, parents, community agency personnel, and District staff.
- Drives car in all weather conditions.
- Job requires daily problem solving skills.

Correspondence Secretary

- Types letters, minutes of meetings and processes correspondence by taking or transcribing dictation and/or shorthand.
- Incumbent maintains file of communications.
- Keeps form letters updated and assists with ongoing school communication (e.g. newsletters, bulletins, reminders, reports and miscellaneous intra-school communications).
- Composes and types memos.
- Requires ability to use a Dictaphone.
- Must be skilled in grammar, spelling, sentence, and paragraph construction for formatting letters and memos.

Registrar-Middle School

- Gathers information, prepares reports, and maintains files on immunization of students. Interacts with administration, parents, and students to assure minimum immunization requirements are met.
- Collects information from parents and other schools to maintain student CUM files. Has responsibility for CUM files to ensure files are current and complete.
- Tracks down missing files.
- Prepares and delivers 9th grade files to the receiving high schools.
- Enters pertinent information into computer (e.g. past grade history).
- Ensures student transcript records are complete and accurate.

- Enters schedule changes and new student schedules into the computer system and maintains the paper documentation for all schedule changes and new students to the school.
- Maintains the Course Catalog (M1) and Master Schedule (M2) screens on the computer and any other computer input associated with student schedules.
- Interacts with students, parents, teachers, counselors and administrators in reference to student schedules.
- Assists counselors and principal in registration for the next school year.
- Prepares computer for registration.
- Enters student requests, assists in processing requests, helps resolve conflicts, and prepares schedules and reports.
- Prints grade scanning sheets, scans grading sheets, enters any grade changes into computer. Ensure that student grades are accurate and complete.
- Assists in distribution of report cards.
- Responsible for clinic and First Aid, interacting with sick or injured students, administering First Aid when needed, contacting parents, and preparing and filing accident reports.
- Maintains the student and school records that must be kept from year to year.
- Under the direction of the administration, prepares and sends any court ordered documents or documents needed by the District Office.
- Prepares Honor Roll and various club lists.
- May train and coordinate work of office assistants.

Youth-In-Custody

- Assistant to the YIC program specialist.
- May assist in attendance accounting for all YIC students.
- May act as liaison between Youth Corrections, Division of Family Services, Youth Services, support agencies, and the schools, both within and outside of the District.
- May delivers and picks up student records for YIC units.
- May maintains YIC requisitions, purchase orders, invoices, and monitors inventory. May verify shipments and invoices with vendors. Orders YIC supplies and school materials.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- National Institute of Corrections (NIC) Instructor Certification desired.
- Incumbent must be fingerprinted and clear a criminal background check and be able to qualify for a Department of Corrections I.D. badge.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> ● 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. |
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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.

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

ADA _____

HR _____

Effective date: 06/10/2020