



Job Title: **District Administrative Assistant**

Department: **District Offices**

Supervisor: **Director or Coordinator**

Lane Placement: **ESP Lane 8**

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.
- Responsible for providing excellent customer service to district staff, schools, and the Canyons School District patrons.
- Acts as an information resource for the Department.
- Uses computer software to generate spreadsheets, reports, document and other materials.
- Uses computer to research and find needed information.
- Schedule meetings, conferences, trainings and other departmental events.
- Maintains confidential files.
- Processes payroll for employees paid out of budgets managed by department.
- 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.

### **Civil Rights**

- Performs secretarial duties for the Chief Civil Rights Officer.
- Provides overall coordination and management of Student Due Process Hearings—this program is extensive and complex in nature.
- Monitors calendar for Third District Court Truancy/Compulsory Education, UALD/EEOC, and OCR, as well as other state and Federal court issues.
- Monitors the need for ordering of supplies, publications, equipment and personnel for each of the following programs:
  - Truancy and Compulsory Education
  - Student Discipline
  - Civil Rights and Accommodations
- Assists in training all CRA personnel in computer entry and retrieval and office procedures.
- Makes travel arrangements for the director, and other staff members to attend trainings, meetings and conferences.
- Composes bulletins, interdepartmental memos, correspondence and other materials as needed.
- Assists employees with questions concerning discrimination and harassment, ADA accommodations, or complaint procedures.
- Tracks drug and alcohol student suspensions.
- Requires a thorough knowledge of District policies and procedures, pertinent State policies and Federal legislation.
- Acts as an information resource for the Civil Rights and Accommodations Department.
- Compiles and synthesizes data related to department activities and corresponding databases.
- Processes data or information relating to a specific function (e.g., preparing bids, monitoring requisitions, processing employee timesheets, assist with budget and payroll, developing spreadsheets of various assessment projects).

### **Transportation**

- Performs secretarial duties for the Director of Transportation.
- Provides overall coordination and management of District wide Transportation programs, extensive and complex in nature.
- Schedules and monitors work of others assisting in these programs (e.g. District activities secretaries, dispatchers, computer support technician, phone assistants and other office assistants).
- Monitors the need for ordering of supplies, publications, equipment and personnel for each of the following programs:
  - Coordinates with dispatch on field trips, data entry, and assignments to drivers, payroll entry and filing.
  - Assists dispatchers on dispatch two-way radio calls and emergencies, assigning up to 20 substitute's drivers daily, with proper data entries recording absences.
  - Coordinates with telephone assistants the incoming calls.
  - Coordinates with computer support technician on creating new programs and assisting office staff and shop personnel on training for computer program spreadsheets and database files.
  - Assists trainer/risk manager in scheduling, ordering supplies, coordinating office assistants in general office procedures, accident reports, physical license renewals and other related assignments.
- Assists in training all Transportation personnel in computer entry and retrieval and office procedures.
- May set up special program sites for Advisory Council, Emergency/Rescue Committee.

- Communicates to all participating personnel the specific roles they will play and the benefits that will accrue and is an information resource.
- Makes travel arrangements for director, route coordinators, trainer/risk manager to attend National Bus Rodeo and national conventions.
- Composes bulletins, interdepartmental memos, new hire sheets, correspondence and other materials as needed.
- Responsible for complex payroll for employees of Transportation Department including part time workers and those with widely varying schedules. Responds to pay related problems and questions.
- Works with bus drivers and bus attendants on revising contracts at the beginning of each year and keeping updated contract sheets throughout the year as routes change.
- Assists employees with questions concerning benefits, attendance and absences, including long-term absences and sick bank rules.
- Reports and tracks industrial accidents and claims.
- Tracks and maintains several cash accounts for various programs, monitoring expenditures and preparing spreadsheets and reports.
- Commercial Driver License (CDL) with endorsements is preferred.
- Requires a thorough knowledge of District policies and procedures, pertinent State policies and Federal legislation.

### **Curriculum & Professional Development**

- Acts as an information resource for the Evidence-Based Learning Department.
- Compiles and synthesizes data related to department activities and corresponding databases.

### **Research & Assessment**

- Processes data or information relating to a specific function (e.g., preparing bids, monitoring requisitions, supervising disbursement area, processing employee timesheets, assist with budget and payroll, developing spreadsheets of various assessment projects).
- During peak testing times will assist the Assessment Logistics Coordinator with student pre-print data download from the district's student information system (SKYWARD).
- During peak testing times will assist the Assessment Logistics Coordinator with organization and packaging of school testing materials.

### **Career and Technical Education**

- Responsible for the supervision of other District secretaries and office staff.
- Receives files and organizes documents.
- Performs varied secretarial tasks for supervisors.
- Acts as an information resource for the Career and Technical Education department.
- Maintains confidential records.
- Compiles and synthesizes data related to department activities.
- Performs basic bookkeeping.

### **Purchasing/Web Technician**

- Prioritizes, prepares, and formats bids, RFI's, and RFP's.
- Creates, checks, and verifies vendor information pertaining to purchase orders.
- Prints, records, and files all purchase order information.
- Researches discrepancies through communication with vendors and other administrative departments for clarification of bid and purchasing information.
- May do limited buying under the direction of the lead buyer.
- Coordinates own workload with other Purchasing staff.
- Maintains and updates the Purchasing / Warehouse Web sites ensuring accuracy and professionalism.
- Assists with marketing Surplus Materials through the use of the District Web site.

- Monitors monthly activity on the Web site.

### **Student Advocacy and Access**

- Assist in the management of Title I, Title III, Title VII, McKinney Vento, Community Learning Centers and 21<sup>st</sup> Century Grant Programs.
- Assist in the management and reporting of student, teacher and school data for all SAA programs.
- Manage payroll and inventory for all SAA schools, departments and programs.
- Manage Title I Monitoring, ALS School Plans and state reports.
- Manage the certification of Title I paraprofessional applicants.
- Manage the ESL Endorsement, On Track procedures, and coordinate all needed ESL program supports.
- Facilitate the efficient operation of the office, including reordering supplies and equipment, handling communication and correspondence, and supporting all SAA Professional Development events.
- Cross train with other staff members to manage budgets, translation services, community outreach efforts and other department programs.
- Assist in the training, scheduling and coordination of department employees, as assigned.
- Respond to problems and concerns with outstanding customer service.
- Complete special assignments as assigned.
- Requires a minimum of five years of previous job related work experience with demonstrated competence.
- Requires proficiency with SKYWARD student and financial systems.
- Ability to speak Spanish preferred.
- Must be flexible and able to work some evenings as required.

### **Special Education**

- Provide specialized support to Related Services Coordinators.
- Purchase supplies for Related Service Coordinators & Providers.
- Track and manage budgets and fixed assets for Related Service Providers.
- Requires excellent record keeping and filing and organizational skills.
- Through the District Information Systems, assure accurate computerized records are maintained.
- Work independently to order certified testing protocols such as Woodcock Johnson III, WISC, PLS, CELF, Goldman Fristoe, Weschler and track protocol distribution.
- Coordinate activities and trainings with third party vendors.
- Provides technical assistance to staff in regards to on-line assessments.
- Manage on-line assessment accounts with multiple vendors.
- Mobile Device Management for special education department.
- Provide technical training on installation of assessments on mobile devices.
- Accountable for tracking District wide assessment licensing.
- Organize detailed information for State and Federal reports.
- Ability to effectively utilize specific Special Education software, such as GoalView.
- Collaborate with other District departments and agencies.
- Generate reports specific to Special Education requirements.
- Provide overall support of District wide program with a variety of assigned duties and respond to Special Education related questions.
- Provide back-up support for Department HR/SCRAM functions.
- Maintain confidential files for Special Education Department.

### **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. Associates Degree or beyond preferred. Verification may be requested.
- Must have strong computer knowledge. (Excel, Microsoft Word, Outlook, Power Point, Adobe and FileMaker and preferably Canyons District Systems).
- Requires ability to handle multiple tasks and multiple priorities in managing workload.
- 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 the ability to provide outstanding customer service to all patrons and employees, and the ability to work in a team environment as well as work efficiently independently.
- Must have a growth mindset, strong organizational skills, personal initiative, excellent verbal and written skills and the ability to handle multiple priorities and deadlines.
- 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:**

#### **Institutional Research & Assessment**

- Work requires moderate physical exertion - lifting equipment and materials of up to thirty-five (35) pounds.
- Will experience pressure and stress to meet deadlines.

- 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)