

Attendees:

Ana Petersen, Linda Engelhart, Kelsey Larson, Christy Berger, Katy Mattis, Lisa McGrath, Jolien Haro, Nathan Karet

Guests:

Lynn Roberts, Angelina Lucero, James Lobato, Celestina Lobato, Erawati Colahan, Misty Sanchez, Christina Gonzales, Shirley Lucero, David Gneiz, Tina Flores, Albert Estrada, Cajsca Castro

Katy started meeting by saying this meeting was about something that had been in the works that may be shocking to the community. Because this meeting was about staffing and budget decisions, Katy asked that everyone discuss positions, rather than the people in those positions.

Denison's office manager was hired into a job at the district central offices and will be leaving Wednesday, October 1. Katy negotiated with her new supervisor to allow her to return to provide a week of ½ day support for new hire once they are brought on board.

- Katy is seeking to hire a Secretary 2 for the open spot rather than replace the position with another office manager. Denison's needs no longer support an office manager level position (Katy does not use an office manager to do her e-mail, phone calls, calendaring etc)
  - This means that instead of working with OM on creating budget scenarios, Katy will now work with teacher leaders, and/or AP to create the scenarios brought to the CSC
  - Secretary 2 does not oversee office staff – not really needed
  - Secretary 2 can serve as a SAL. Such as Student Perception Surveys, Parent Perception Surveys, Support TCAP/PARCC. Probably would not help with administration of assessments
  - Secretary 2 will interview with Denise and Katy 1<sup>st</sup>, then top candidates will be interviewed by Personnel Committee
  - Lisa McGrath has been asked to temporarily answer phones
  - Temp secretary will be sought until permanent Secretary 2 can be hired
- Interviews are already under way

Denison's Administrative Assistant (see job description) gave notice. His last day is Friday 9/26.

- Katy called this meeting to propose replacing the AA position with an Assistant Principal
  - Administrative Assistant (AA) is a teacher on special assignment
  - Assistant Principal (AP) has an administrative license
    - Can support evaluations of teachers
    - Can support remediation plans and disciplinary action against staff if needed
    - The schools Katy has worked with in NW and SW with enrollment over 400 students have an AP. Some schools have an AP & AA
    - Can help with writing Unified Improvement Plan (UIP), Student Learning Objective (SLO) process
    - Acts as an instructional leader instead of an assistant
    - Can oversee nurse, speech-language pathologist and other non-Montessori positions in the staff
    - Could oversee office staff
    - Looked at as a deputy instead of as an assistant
    - AP will be interviewed by Katy and Instructional Superintendent 1<sup>st</sup> then top candidates will be interviewed by Personnel Committee

A question was asked by a parent-guest if an AA would oversee parent engagement. Katy answered that this work has been divided out to a committee (group of teachers)

Group is working on a Montessori speaker for 10/2

- AP can work with ALL committees on for financial resources for committee work

Katy needs CSC permission to increase budget for 2014-2015 by \$5,080 to account for the higher cost of an AP vs. an AA. Some of the cost difference was negated because Secretary 2 costs less than OM, but \$5,080 is still left (see budget sheet attachment below)

Already approved 2014-15 budget (with AA & OM) = \$125,569

New Proposed Budget (Sec II & AP) for 2014-15 = \$130,649

Both positions are needed ASAP

Even if increase in funding is approved, there is still a large administrative budget held in reserve in case of staffing or other emergencies.

Current 2014-15 carry over is \$73,000

Nathan brought up a concern about Title 1 money getting cut next year. If we fill both of these positions and Title 1 money is cut, will we then have to cut programming or teachers next year?

- Katy said it's impossible to know yet
- Won't know student count for 2014-15 Free and Reduced Lunch (Title I) until 10/31 (this is used partially to predict students and budget for 2015-16)
  - There's also different per pupil funding for different categories of students
- Katy said even with this increased budget, there is still the goal of \$66,000 (equivalent to 1 FTE) in the admin budget

If needed, school could survive without AP, but MUST have Secretary 2 (DPS will not allow a school to not have a Secretary II because they oversee payroll)

If we decide to hire both positions now, (like all positions) the AP can be reduced at the end of the year if needed

Several parent guests commented on the loss of the 2 personnel on a personal level.

Concern was also expressed about "where staff are going"

Jolien inquired about why the AA was leaving.

- Katy commented that she was sorry she couldn't respond to a private personnel matter.

A parent guest asked if we were looking for someone with a Montessori background to fill the AP position.

- Katy commented that we are looking for a person with the most strengths for the job. Although ideally this would include Montessori background, it is not a requirement for the position
  - Katy also cited her Montessori training
- Katy commented she would not hire someone who doesn't understand Montessori. An untrained AP would need to be "Montessori Friendly"
- Currently ½ of staff is not Montessori trained (paraprofessionals, other support staff mostly)
- She does not have anyone currently in mind for the AP position

A vote on the increase to the budget was called for by Nathan and seconded by Linda.

All 7 members present voted Yes to increase the budget.

Elisa voted Yes in absentia to increase the budget.

Attachments:

Denison Office Support Proposal, Job Descriptions (Administrative Assistant, Assistant Principal, Office Manager, Secretary II)

## Denison Office Support

Position	Assistant Principal	Administrative Assistant	Office Manager	Secretary II
Salary (Averages)	\$ 91,182	\$ 66,168	\$ 56,888	\$ 39,467
Contracted Days	207 days	184 days	207 days	200 days
Notes:		If 207 days: \$22.44/hour \$179.52/day 14 days-\$2,513.28 Salary: \$ 68,681		** Would not work green/blue days (7 days less than Principal)

Denison Current	Proposal
Administrative Assistant (at 207 days): \$68,681	Assistant Principal: \$91,182
Office Manager: \$56,888	Secretary II: \$39,467
Total: \$125,569	Total: \$130,649

**Difference:** \$5,080

\*\*\$78,637 in "General Supplies" including \$30,496 carry-forward



# DENVER PUBLIC SCHOOLS

## Job Description Form

Please submit form electronically to [Lori\\_Schumann@dpsk12.org](mailto:Lori_Schumann@dpsk12.org)

<b>Job Title:</b> Assistant Principal, Elementary School	<b>To be completed by HR:</b>		
	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<b>Effective Date:</b> 10/1/2010
	<b>Pay Grade:</b> _____	<b>Pay Schedule:</b> _____	<b>Job Code:</b> 0210
<b>Department:</b> CAO K-8 Education	<b>Work Year:</b> 207		<b>Bargaining Unit:</b> ADMIN

**PHYSICAL/ENVIRONMENTAL CHARACTERISTICS** - Essential functions are routinely performed in:

- General Office Setting     
  Mechanical Setting     
  Outdoors     
  Other (Describe) \_\_\_\_\_  
 School     
  Warehouse     
  Travels throughout District

*Compliance with DPS security, safety and driving policies, including use of Personal Protective Equipment (PPE) is required.*

**POSITION OBJECTIVE** – Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

To provide senior-level managerial and administrative support to an elementary school principal.

**ESSENTIAL FUNCTIONS** – Describe each of the basic functions and responsibilities of the job.

- Lead a staff of administrative, certificated and classified personnel assigned to the school, as directed.
- Determine, through established measures and protocols, whether the individual educational needs of pupils are being met. Develop plans that improve the quality and adequacy of instruction, and foster student achievement, growth and development.
- Keep the Principal informed of, or recommend activities, events, and curriculum to ensure an effective instructional organization and continuous improvement of educational efforts.
- Work with and support parents, various individuals, agencies and organizations in the community, the School Improvement and Accountability Council, and the Collaborative Decision Making Committee (CDM) to develop a *School Improvement Plan (SIP)* that includes high and achievable goals and objectives, as directed.
- Monitor, recommend and, upon approval, implement guides for proper student conduct. Encourage the development of student spirit through rewards, privileges, recognition, discipline and other methods. Participate in varied or designated pupil activities, such as Student Council, educational excursions, bilingual efforts, affirmative student placement, and special interest events.
- Recommend purchases of textbooks, library materials, reference books, computer hardware and software, multi-media, and other materials, supplies and equipment with supervisory staff, teacher representatives, and in compliance with budgetary restraints.
- Research and demonstrate an understanding of, and communicate the education-based aims and needs of the community to school staff and central administration.
- Develop a public relations program to enhance the community's understanding and support of individual school-based and district-wide educational programs.
- Supervise certificated and classified staff and ensures for: professional growth and development, attainment of district and building instructional goals, implementation of curriculum, and effective use of all staff-based and facility-based resources. Monitors all staff and recommends promotions, transfers, dismissals, and position reclassifications, when appropriate.
- Evaluate, as required, the performance of certificated and classified staffs regularly assigned, and offers guidance and assistance as needed.
- Orient personnel on the school mission, philosophy, texts and curriculum, guides, personnel policies, and school facilities for all new faculty members and classified staff, as appropriate.
- Plan, prepare and administer the school budget, including the translation of educational needs, goals and objectives into budgetary terms.
- Implement, and disseminate to certificated and classified staff, administrative school policy and State school laws. Formulate and receives suggestions for local middle school policy. Administer and enforce all approved policies accordingly.

- Establish and administer the master scheduling of all school functions and facilities, including: registration of students; scheduling only approved classes; determining and limiting class size as based on pupil-teacher ratios; utilizing special professional personnel such as nurses, social workers, and psychologists; establish extracurricular activities programs; assigning teachers to courses on the basis of qualifications; establishing and enforcing student discipline, safety regulations, and drill procedures; supervision of halls, grounds, lunchrooms, etc.; and oversee the use of facilities during school hours. Consult with faculty and non-certificated personnel, as necessary.
- Manage building operations, including: staff assignment of paraprofessionals, custodians, and other designated personnel; maintains inventory of materials, equipment and supplies; inspects buildings and grounds for safety and hazards; and recommends alterations to and general improvement of facilities.
- Attend and participate in various meetings, and takes a leadership role on designated district committees, as required or requested.
- Ensure for the proper maintenance, accuracy, completeness, confidentiality and security of all data/records, including: personnel evaluations; monthly payroll; weekly census report and semi-annual report on attendance and enrollment; approval of requisitions for supplies and repairs; State reports on pupils and teachers; accident and athletic injury reports; reference and transcript requests; expulsions, suspensions, and court cases; statistical, evaluation, and test reports; drop-out studies; and instruction and organization surveys and reports.
- Initiate or respond to internal and external inquiries or requests for information, as directed.
- Perform other related duties, including special projects, as required or requested.

**EDUCATION & EXPERIENCE** – Describe the minimum education and experience required for the job. Any equivalent combination of education and work experience that satisfies the requirements of the job may be considered.

- Master's degree with appropriate specialization such as elementary school/secondary education, administration, curriculum, instruction, and guidance is preferred.
- Three (3) to five (5) years of actual experience as an educator.
- Demonstrated effective and diplomatic oral and written communication skills.
- Experience and proficiency with Microsoft Office products (e.g., Excel, Word, and PowerPoint).
- Bilingual skills in Spanish preferred.

**LICENSURE & CERTIFICATION** – Include licensure and certification requirements, if applicable.

- A current, valid State of Colorado Type D Certificate Endorsed Principal, or a Colorado Principal License, or enrolled in a DPS alternative licensure program.
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**KNOWLEDGE & OTHER QUALIFICATIONS** – Describe specific knowledge and qualifications required for the job.

- Demonstrated knowledge of DPS Human Resource and other departmental policies.
- Ability to recognize and resolve conflicts or potentially controversial situations through diplomacy.

**EQUIPMENT & VEHICLES USED** – Include the equipment and vehicles used, if applicable.

Operate and use general office equipment and supplies, telephones, personal computers, related software and equipment (e.g., printer).

**PHYSICAL & ENVIRONMENTAL CONDITIONS** – Provide comments for positions marked other than **General Office Setting** in the PHYSICAL/ENVIRONMENTAL CHARACTERISTICS section listed above.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to remain stationary. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 10 pounds. Vision: Close and distance required with ability to see objects in presence of glare or bright lighting (e.g., computer screen) for extended periods of time. Speech/Hearing: Frequently interact with coworkers, students and public.

**Mental Functions:**

While performing this job, the employee is regularly required to compare, analyze, synthesize, and evaluate data and must rely on interpersonal skills when working with employees, students and/or the public. Frequently required to communicate, coordinate, instruct, compute, compile and negotiate.

**Work Environment:**

Work is performed in climate controlled indoor administrative office setting and occasionally includes exposure to outdoor

weather conditions. The noise level in the work environment is usually moderate, depending upon office or meeting location.

*The duties, mental functions, physical demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this classification.*



## DENVER PUBLIC SCHOOLS Job Description Form

Please submit form electronically to [Lori Schumann@dpsk12.org](mailto:Lori_Schumann@dpsk12.org)

<b>Job Title:</b> Elementary School Administrative Assistant	<b>To be completed by HR:</b>	
	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Effective Date: 1/1/2011
	Pay Grade: _____	Pay Schedule: _____
	Job Code: 7618	
<b>Department:</b> Academics	<b>Work Year:</b> 184	<b>Bargaining Unit:</b> _____

**PHYSICAL/ENVIRONMENTAL CHARACTERISTICS** - Essential functions are routinely performed in:

- General Office Setting    
  Mechanical Setting    
  Outdoors    
  Other (Describe) \_\_\_\_\_  
 School    
  Warehouse    
  Travels throughout District

*Compliance with DPS security, safety and driving policies, including use of Personal Protective Equipment (PPE) is required.*

**POSITION OBJECTIVE** – Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

Perform district administrative functions at the discretion of the school principal.

**ESSENTIAL FUNCTIONS** – Describe each of the basic functions and responsibilities of the job.

- Lead and assist teachers with instructional duties.
- Determine and manage personnel supervisory schedules, and discipline systems.
- Build strong relationships with teachers, students, and parents.
- Take initiative in many different areas of responsibility.
- Perform other duties as assigned.

**EDUCATION & EXPERIENCE** – Describe the minimum education and experience required for the job. Any equivalent combination of education and work experience that satisfies the requirements of the job may be considered.

- Bachelor's degree in education or related field.
- Experience setting and managing personnel supervisory schedules.
- Experience managing discipline systems for students and or staff.
- Possess strong instructional background to support student achievement, supervisory, leadership, problem-solving.
- Bilingual in Spanish.

**LICENSURE & CERTIFICATION** – Include licensure and certification requirements, if applicable.

- Current Colorado Department of Education Teachers License, or qualify for Alternative License and have the qualifications needed for the position.

**KNOWLEDGE & OTHER QUALIFICATIONS** – Describe specific knowledge and qualifications required for the job.

- Knowledge of language acquisition and the dual-language model.
- Knowledge of SAL duties.
- Ability to work effectively as member of multi-disciplinary team.
- Ability to communicate clearly in both written and oral formats.
- Ability to demonstrate critical thinking and problem solving skills
- Ability to plan and organize completion of projects.
- Ability to adapt to a changing work environment with a positive attitude and problem solving approach.
- Proficiency with MS Office and other computer software programs.
- Demonstrates respect for children, teenagers, and adults.

**EQUIPMENT & VEHICLES USED** – Include the equipment and vehicles used, if applicable.

Operate and use general office equipment and supplies, personal computers, telephones, related software and equipment (e.g., printer).

**PHYSICAL & ENVIRONMENTAL CONDITIONS** – Provide comments for positions marked other than **General Office Setting** in the PHYSICAL/ENVIRONMENTAL CHARACTERISTICS section listed above.**Physical Demands:**

While performing the duties of this job, the employee is regularly required to move around work place. The employee is occasionally required to remain in a stationary position. The employee must frequently move, transport, position, install, lift, raise, push, pull or remove items or equipment weighing up to 10 pounds without assistance; occasionally move, transport, position, install, lift, raise, push, pull, or remove items or equipment weighing more than 10 pounds with assistance. Vision: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Speech/Hearing: Frequently communicates with students and staff in person to provide instruction and perform assessments.

Hears, attends to and listens to student, staff and co-workers.

**Mental Functions:**

While performing the duties of this job, the employee is frequently regularly required to analyze, communicate, coordinate, instruct, evaluate, reason, adjust, use interpersonal skills, problem solve, compare, copy, compile, monitor, coordinate and make decisions. The employee is occasionally required to compute, synthesize and negotiate.

**Work Environment:**

Work is performed in climate controlled indoor administrative office setting. The noise level in the work environment is usually quiet to moderate, depending upon office or meeting location.

*The duties, mental functions, physical demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

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## DENVER PUBLIC SCHOOLS

### Job Description Form

Please submit form electronically to [Lori\\_Schumann@dpsk12.org](mailto:Lori_Schumann@dpsk12.org)

<b>Job Title:</b> School Office Manager, Elementary	<b>To be completed by HR:</b>	
	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Effective Date: 10/1/2010
	Pay Grade: _____	Pay Schedule: _____
<b>Department:</b> CAO	<b>Work Year:</b> 207	<b>Job Code:</b> 0725
<b>Bargaining Unit:</b> _____		

**PHYSICAL/ENVIRONMENTAL CHARACTERISTICS** - Essential functions are routinely performed in:

- General Office Setting    
  Mechanical Setting    
  Outdoors    
  Other (Describe) \_\_\_\_\_  
 School    
  Warehouse    
 Travels throughout District

*Compliance with DPS security, safety and driving policies, including use of Personal Protective Equipment (PPE) is required.*

**POSITION OBJECTIVE** – Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

Efficiently organizes and supervises the administrative staff and activities at a school in coordination with school administration. Establishes a welcoming and friendly environment for receiving staff, families, students and community. Oversees student services and staff needs such as student records, transcripts, procurement of staff and office supplies, or other general office procedures in consultation with Business Manager.

**ESSENTIAL FUNCTIONS** – Describe each of the basic functions and responsibilities of the job.

- Provide supervision of all clerical staff in the building.
- Establish administrative and clerical processes that make the school office both an efficient and receptive environment for students, staff, parents and members of the community.

- Work with the school administration to coordinate financial processes including accounts payable/receivables, purchasing/receiving, journal entries and ledgers, account reconciliations, and other duties as directed.
- Work in conjunction with school administration in scheduling and coordination of external communications to include community relations, school events, media releases, requests for community based assistance and school district announcements.
- Research and assist management apply for grants associated with external funding for the school in collaboration and consultation with school administration.
- Perform related activities associated with pre-hiring practices of selected staff including marketing of materials, obtaining lists of qualified applicants, and scheduling interviews and follow-up activities in consultation with Business Manager.
- Work with school administration in a schedule that is flexible with respect to assigned hours, days, and vacation time periods within the school calendar or outside the school year.
- Maintain calendar for school and administration under the general direction by Business Manager or principal.
- Provide administrative and managerial tasks associated with IT-related tasks or community functions.
- Oversee the maintenance of records for students, staff, community, or alumni as required by school.
- Work in conjunction with school administration to develop an office budget including supplies and instructional materials for all staff.
- Work in conjunction with school administration to ensure all payrolls, financial transactions, or other related activities associated with school budget are conducted in an accurate and timely manner.
- Prepare reports using spreadsheets and databases; research and analyze data/information and share relevant findings with school administration.
- Manage efficient operation a variety of office machines including desktop computers, printers, scanners, copiers, and fax machines.
- Perform other duties as assigned.

**EDUCATION & EXPERIENCE** – Describe the minimum education and experience required for the job. Any equivalent combination of education and work experience that satisfies the requirements of the job may be considered.

- High School Diploma or GED. Preferred postsecondary degree or classes in business, accounting, personnel management, office procedures or other related field.
- Five (5) years of progressive experience working with office processes and procedures is required.
- Three (3) years supervisory experience.
- Demonstrates diplomatic and communication skills in English, with an emphasis on communications with students, parents, collaboration with decision making teams, and diverse, multicultural communities.
- Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint).
- Bilingual skills in Spanish preferred.

**LICENSURE & CERTIFICATION** – Include licensure and certification requirements, if applicable.

Valid Colorado Driver's License, appropriate insurance coverage and acceptable driving record for the past three years.

**KNOWLEDGE & OTHER QUALIFICATIONS** – Describe specific knowledge and qualifications required for the job.

- Demonstrated knowledge of school related procedures, District policies and building rules.
- Demonstrates open and collaborative management style with all constituencies.
- Ability to take initiative and act responsibility when fulfilling job functions.

**EQUIPMENT & VEHICLES USED** – Include the equipment and vehicles used, if applicable.

Operate and use general office equipment and supplies, telephones, personal computers, related software and equipment (e.g., printer).

**PHYSICAL & ENVIRONMENTAL CONDITIONS** – Provide comments for positions marked other than **General Office Setting** in the PHYSICAL/ENVIRONMENTAL CHARACTERISTICS section listed above.

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate. Essential duties are routinely performed in a variety of locations, including: general office, classroom, media centers, community centers and related work environments. The employee frequently is required to remain stationary. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee



must occasionally lift and/or move 10 pounds. Vision: Close and distance required with ability to see objects in presence of glare or bright lighting (e.g., computer screen) for extended periods of time. Speech/Hearing: Frequently interact with coworkers, students and public.

**Mental Functions:**

While performing this job, the employee is regularly required to compare, analyze, synthesize, and evaluate data and must rely on interpersonal skills when working with employees, students and/or the public. Frequently required to communicate, coordinate, instruct, compute, compile and negotiate.

**Work Environment:**

Work is performed in climate controlled indoor administrative office setting. The noise level in the work environment is usually quiet to moderate, depending upon office or meeting location. Travel between DPS sites and other locations may be required.

*The duties, mental functions, physical demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this classification.*



**DENVER PUBLIC SCHOOLS**  
Job Description Form

Please submit form electronically to [Lori\\_Schumann@dpsk12.org](mailto:Lori_Schumann@dpsk12.org)

<b>Job Title:</b> Secretary II	<b>To be completed by HR:</b>		
	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>Effective Date:</b> _____
	<b>Pay Grade:</b> _____	<b>Pay Schedule:</b> _____	<b>Job Code:</b> 7857
<b>Department:</b> Varies	<b>Work Year:</b> 200	<b>Bargaining Unit:</b> DAEOP	

**PHYSICAL/ENVIRONMENTAL CHARACTERISTICS** - Essential functions are routinely performed in:

- General Office Setting    
 Mechanical Setting    
 Outdoors    
 Other (Describe) \_\_\_\_\_  
 School    
 Warehouse    
 Travels throughout District

Compliance with DPS security, safety and driving policies, including use of Personal Protective Equipment (PPE) is required.

**POSITION OBJECTIVE** – Describe general objectives. Include the purpose of the position, expected outcomes and results, and overview of areas of accountability.

Perform intermediate clerical and administrative functions with focus across two or more functions.

**ESSENTIAL FUNCTIONS** – Describe each of the basic functions and responsibilities of the job.

Depending on specific assignment (school, administration), may perform some or all of the following:

- Operate and troubleshoot office equipment (e.g., fax machines, copiers, and phone systems).
- Operate and utilize computers and related software (e.g., spreadsheet, word processing, database management) and various District applications (e.g., Infinite Campus (IC), Cayenta).
- Prepare and send registration packets, and schedule and coordinate registration days.
- Collect and copy student information (e.g., shot records, address) during registration and refer student to counselor for scheduling.
- Obtain, verify, and enter student data for various student processes (registration, course selection).
- Answer telephone, greet visitors, respond to inquiries, and provide information, take messages, or transfer calls to appropriate individuals.
- Order, purchase, verify and coordinate budget transfers for supplies.
- Complete, verify and enter daily student attendance reviewing attendance data for excessive absences and tardiness; and contacting student’s family or refer to school social worker.
- Request, complete, create and forward student records according to policy (e.g., federal, district), checking accuracy and completeness of information.
- Create, convert cumulative student school records according to district course requirements.

- Open, read, route, and distribute incoming mail and other material and prepare responses.
- Coordinate release and sign-in of students by following security procedures (e.g., checking ID); and notifying teacher.
- Create and update school information on school newsletters, website, memos, or bulletins.
- Provide support to school counselor, other administrative staff and principal in completion of cross functional administrative duties.
- Create, type, distribute, prepare and mail correspondence, and check for completeness and accuracy.
- Create and update scheduling and event calendars (e.g., individual, school, department).
- Prepare and mail school or district information (e.g., registration, grades).
- Protect integrity, privacy and confidentiality of student and employee data, according to FERPA and district policy.
- Track and monitor invoices, budget expenditures, and report over-expenditures.
- Participate in school emergency evacuation plan and protocol.
- Provide basic first aid (e.g., temperature, band-aids) and coordinate medical care with nurse and 911 as medical emergencies arise, according to District training and procedures.
- Build school course schedule, taking into consideration expected enrollment and available staff.
- May administer standardized assessment (CELA).
- Perform other duties as requested.

**EDUCATION & EXPERIENCE** – Describe the minimum education and experience required for the job. Any equivalent combination of education and work experience that satisfies the requirements of the job may be considered.

- High School diploma or equivalent.
- Coursework and up to 2 years experience in administrative/clerical work.

**LICENSURE & CERTIFICATION** – Include licensure and certification requirements, if applicable.

- Complete District Health Care Training (16 hours) within specified timeframe, may be required.

**KNOWLEDGE & OTHER QUALIFICATIONS** – Describe specific knowledge and qualifications required for the job.

- Ability to work effectively as team member.
- Ability to work with diverse student population and community.
- Ability to manage student behavior when in office.
- Ability to multi-task and complete work with frequent interruptions.
- Ability to communicate clearly in both written and oral formats.
- Ability to demonstrate critical thinking and problem solving skills.
- Proficiency with MS Office and other computer software programs.

**EQUIPMENT & VEHICLES USED** – Include the equipment and vehicles used, if applicable.

Operate and use general office equipment and supplies, personal computers, related software and equipment (e.g., printer), audio-visual equipment.

**PHYSICAL & ENVIRONMENTAL CONDITIONS** – Provide comments for positions marked other than **General Office Setting** in the PHYSICAL/ENVIRONMENTAL CHARACTERISTICS section listed above.

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to move around school and front office. The employee is occasionally required to remain stationary/stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 10 pounds. Vision: Close and distance required with ability to see objects in presence of glare or bright lighting (e.g., computer screen) for extended periods of time. Speech/Hearing: Frequently interact with coworkers, students and public.

Mental Functions:

While performing this job, the employee is regularly required to compare, analyze, synthesize, and evaluate data and must rely on interpersonal skills when working with employees, students and/or the public. Frequently required to communicate, coordinate, instruct, compute, compile and negotiate.

Work Environment:

Work is performed in climate controlled indoor administrative office setting. The noise level in the work environment is usually quiet to moderate, depending upon office location and activity.

*The duties, mental functions, physical demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this classification.*