

Job Title: ASB Services Assistant
Reports to: Building Administrator and/or assigns
Work Schedule: Up to 8.0 hours per day, Up to 195 days per year
Salary: Per Public School Employees negotiated salary schedule – Level 1

Job Summary:

This position is responsible to provide exemplary customer service and consistently project a professional and positive image of the office; accurately maintain ASB budget, Student Store, student information, and financial records; assist with general office needs; and perform all duties as requested in a professional, confidential manner.

Essential Job Functions

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- ASB Budget (monitor, maintain, and retrieve information)
- Create Documents-Forms
- Create-Maintain Database
- Data Entry
- Data Extraction (data mining)
- Filing & Maintenance of Student Records
- Financial Transmittals/Receipt Money
- Mail (sort-distribute)
- Prepare and Process District Documents-Forms
- Prior Approvals (create, account code & process)
- Requisitions (create, account code & process)
- Student Fines & Fee Management
- Student Store (inventory, supervisor students)
- Supplies (maintain & order)
- Maintain consistent presence at assigned worksite and regular work hours
- Comply with all district policies and procedures
- Perform duties as requested by Building Administrator and/or Secondary Office Manager

At the request of the Building Administrator or Secondary Office Manager, the following job functions will be performed as needed during peak workflow or in the absence of other office staff:

- Arrange Coverage in Absence of Substitute
- Attendance (maintain-retrieve student attendance data)
- Building Inventory
- Building Web Page (create & maintain) Inventory
- Communication (communicate building-department information to staff-public)
- Conduct Employee Orientation
- Discipline (prepare letters and maintain data as directed)
- Handle Emergencies for Staff or Students
- Newsletter
- Provide Back-up and Peak-load Coverage for Office Staff
- Receptionist (greet public, answer phones)
- Student Information (maintain and update confidential student records)
- Student Registration & Withdrawals
- Schedule Translator for General Education Conferences
- SWIS Data Entry
- Truancy (prepare letters and maintain data based on federal/state law)

Desired Skills

- Consistently listen, write, and speak in a clear and concise, well-organized manner
- Consistently problem-solve, seek new responsibilities, proactively prioritize, and multi-task

- Consistently resolve customer inquiries in a positive and timely manner
- Consistently treat people with respect, dignity, and fairness
- Consistently participate and support team ideas, changes, and decisions
- Consistently demonstrates technical expertise and practical knowledge of the job
- Consistently produces thorough, accurate work and meets timelines
- Consistently demonstrates a positive attitude and supports other through positive communication
- Consistently offers help when help is needed
- Consistently seeks to acquire new skills to demonstrate self-improvement
- Consistently demonstrate a high level of confidentiality

Minimum Qualifications:

- High School diploma or equivalent
- Previous office experience in a K-12 school setting preferred
- Working knowledge of Microsoft Office Suite; Google Mail, Calendar, and Drive; and Skyward preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The usual and customary methods of performing the job functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching, and/or crawling; fine finger dexterity; work at computer for prolonged periods of time; frequent interruptions; meet deadlines with time constraints; and dealing with distraught and/or angry persons. Typically the noise level in this work environment is moderate.

Evaluation:

This position shall be evaluated periodically by the Building Administrator and/or assigns pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed April 2006.
 Job description revised November 2006.
 Job description revised January 2008.
 Job description revised May 2008.
 Job description revised June 2008.
 Job description revised December 2012.
 Job description revised December 2015.
 Job description revised July 2018.