

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SCHOOL SUPPORT SPECIALIST

DEFINITION:

Under the direction of the Assistant Principal or assigned site administrator, perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at an assigned high school site; provide a variety of clerical and secretarial support to the Assistant Principal; prepare and maintain a variety of manual and automated records and reports related to assigned activities; ensure smooth and efficient office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of responsible clerical and secretarial duties involving frequent public contacts and requiring an understanding of a functional area at an assigned high school site; ensure smooth and efficient office operations.
- Perform varied and complex secretarial and administrative assistant duties to relieve the Assistant Principal of administrative and clerical detail; assist with planning, coordinating and organizing office activities and coordinate flow of communications and information.
- Provide front office support as needed and assist parents in person and on the phone; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.
- Receive visitors, including parents, administrators, staff and the public; provide information or direct to appropriate personnel; provide technical information and assistance related to school operations and related laws, rules, regulations, policies and procedures.
- Compile information and prepare and maintain a variety of records, logs and reports related to assigned programs, students, referrals, attendance, discipline, substitute staff, projects or other assigned duties; establish and maintain filing systems.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; ensure accuracy of input and output data; ensure information is input and processed according to established timelines and procedures.
- Assist with preparing and processing program-specific forms and documents including independent study contracts, enrollment packets and ballots as assigned.
- Communicate with parents, personnel and various outside agencies to exchange information and resolve issues or concerns.
- Perform a variety of clerical and accounting activities in support of ASB accounts, activities and functions at an assigned high school site as assigned by the position; prepare and maintain a variety of records and reports as assigned including those related to fundraisers, ASB activities and accounts, student store and inventories.
- Perform budgetary duties related to ASB activities as assigned by the position; monitor assigned accounts for ASB clubs; maintain, review and ensure accuracy of related records and reports; submit transfer requests; prepare bank deposits according to established procedures.
- Perform a variety of duties related to running the student store at an assigned high school site as assigned by the position; sell school spirit items, apparel, tickets, yearbooks, graduation materials and other items as directed; recommend purchases for student store; conduct inventory of student store items and submit requisitions for various student store supplies; balance sales and monies received as assigned.
- Perform various clerical duties related to site substitute personnel as assigned by the position; arrange for substitute personnel coverage as needed; input and update substitute personnel timesheet information according to established procedures; provide substitute with keys and class information.
- Coordinate, schedule and attend a variety of meeting related to assigned activities; prepare and send out notices of meetings; compile and prepare required information for meetings; take, transcribe and distribute minutes as directed.

- Assist with a variety of events related to student activities including fundraisers, graduation duties and awards as assigned by the position; arrange for volunteers for related student events accordingly.
- Collect sports packets and check for completion and eligibility according to established procedures as assigned by the position; maintain related athletic rosters as assigned.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Maintain and update assigned calendars; arrange for volunteers for related student activities as needed; update and maintain facilities calendar as assigned by the position; update and maintain master calendar as assigned.
- Monitor inventory levels of office and designated supplies as assigned by the position; order, receive and maintain appropriate levels of inventory as required.
- Assist with providing work direction to other office personnel as assigned by the position; monitor and provide training to student assistants in the office as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of clerical or secretarial experience involving frequent public contact.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- One year college course work or training in secretarial, clerical, bookkeeping, accounting or general office procedures skills, including computer data entry.

Knowledge of:

- School organization, operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Terminology, practices and procedures of a school office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Applicable laws, codes, regulations, policies and procedures.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.

Ability to:

- Perform varied and complex secretarial and clerical duties to relieve the Assistant Principal of clerical detail.
- Ensure smooth and efficient office operations.

- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of school operations and activities.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.

Physical Demands: The physical demands described here 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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead, above the shoulders and horizontally to retrieve materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: ---

Unit Approved: 5/10/02

Board Approved: 5/28/02

FLSA Status: Non Exempt