

DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Clerical Support for Teacher and Learning/District Office Receptionist</i>	Department / Building: <i>Teaching & Learning/Information Technology District Education Center</i>
Reports to: <i>Teaching & Learning Director/Information Technology Director</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: B-2-1/A-1-4	Bargaining/Work Unit: MSEA/Clerical
Position Last Updated: 6/2013	Next Position Description Update:

SECTION II: JOB SUMMARY

- Provide clerical support to the Teaching and Learning Department for Eastern Carver County Schools.
- Provide a friendly welcome to the district and assist families with the processes and applications for enrollment in the district.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	20%	<i>General Teaching & Learning Clerical</i>

Tasks involved in fulfilling above duty/responsibility:

- Compose email and other correspondences
- Schedule rooms for meetings and manage department calendar
- Track and enter budget codes in AESOP for teachers who attend department meetings
- Compose and process purchase orders for department materials and other requests
- Manage annual elementary ordering process of math, language arts and science materials
- Track and enter CEU's for department meetings
- Manage Student Teacher Program
- Organize Young Authors Conference
- Copy and prepare packets/materials
- Process reimbursement forms, timesheets, etc.
- Compose forms, spreadsheets and other documents
- Make conference and travel arrangements as needed
- Provide backup for interpreter services and other administrative tasks

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	40%	<i>English Language Coordinator and Services Support</i>

Tasks involved in fulfilling above duty/responsibility:

- Maintain accurate student records in Infinite Campus
- Extract and manipulate data from Infinite Campus and other resources to create reports, graphs, mailings, etc.
- Have a basic understanding of EL program and Title III
- Organize and process parent mailings
- Verify MARSS reporting for accuracy
- Order testing materials
- Maintain IPT Testing Library
- Maintain EL Department phone list
- Maintain service forms

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	30%	<i>Assessment/Testing Manager Support</i>

Tasks involved in fulfilling above duty/responsibility:

- Extract, organize, and upload data from Infinite Campus and other resources for test preparation.
- Construct, organize and publish accurate test tickets.
- Receive and disburse secure test materials.
- Process and pack testing materials for shipment.
- Have a basic understanding of the assessments and tests administered by the Eastern Carver County Schools district including but not limited to GRAD, PLAN, EXPLORE, CogAT, OLPH, MCA, and ACCESS.
- Copy and organize training materials.

Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:		<i>Introduce families to district services; assist with applying enrollment and services.</i>

Tasks involved in fulfilling above duty/responsibility:

- Determine enrollment eligibility (guardianship, residency, etc.)
- Explain options to parents for enrollment
- Provide advice and assistance in applying for services, scholarships, transportation, transfers, etc.
- Guide parents when making decisions such as excluding student directory information, all day kindergarten vs. half-day, delegation of power, etc.
- Determine immunization status and health concerns.
- Share information regarding the specific school that the student will attend.
- Answer questions, address concerns of families

Duty/Responsibility No:	5	Statement of duty/responsibility:
Percent of Time:		<i>Create new and update existing student records</i>

Tasks involved in fulfilling above duty/responsibility:

- Create census records for families
- Create enrollment records that comply with state reporting requirements
- Process related applications (e.g. transportation, food service)
- Request student records from previous school of attendance
- Recognize and alert schools of possible EL or Specialized services needs
- Edit new enrollment records

Duty/Responsibility No:	6	Statement of duty/responsibility:
Percent of Time:		<i>Communications</i>

Tasks involved in fulfilling above duty/responsibility:

- Assist in establishing procedures for families to obtain information regarding enrollment
- Answer questions; get the right resources for people
- Connect families to translation services
- Keep school packets up to date and ready for families

Duty/Responsibility No:	7	Statement of duty/responsibility:
Percent of Time:		<i>Receptionist</i>

Tasks involved in fulfilling above duty/responsibility:

- Answer/direct calls
- Greet visitors and direct them to their destination
- Sort and distribute US and interschool mail and faxes
- Maintain individual mailboxes
- Prepare outgoing mail

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Computer Software literacy in Excel/Word/Outlook
- Word Processing accuracy at 45 wpm
- Ability to set, manage and meet timelines
- Ability to prioritize and categorize
- High attention to detail and accuracy
- Pro-active attitude
- Strong organizational skills
- Adherence to data privacy and confidentiality
- Service Oriented
- Prompt, Regular attendance
- Willingness to cross training to support the department as needed.
- Excellent verbal and written communication skills
- Problem solving skills
- Ability to work through difficult situations with families
- Thorough knowledge of program assistance and qualifications
- Ability to learn and adapt to new concepts
- Understanding of special education enrollments
- Understanding of enrollment process and ability to make improvements
- Good listener and empathetic
- Personal dependability
- Knowledge of (or willingness to learn) state statutes, Attorney General opinions, and Federal laws that govern residency and the enrollment of students
- Ability to interpret, explain, and follow district policies and practices.
- Understanding of district enrollment and graduation requirements
- Knowledge of Infinite Campus student management system
- Knowledge of numerous enrollment options (home school, shared time, on-line, PSEOP, etc.) and qualifications for enrollment and funding.
- Strong customer service
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of District 112.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

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SECTION VI: EXPERIENCE REQUIREMENTS

- Evidence of ability to work/carry out projects independently.
- Evidence of ability to work as integral part of a dynamic team.
- Has strategies for prioritizing workload.
- Previous experience within a school system desirable.
- Experience in student management systems
- Demonstrated ability to provide exemplary customer service

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.