

Fountain-Ft. Carson School District Eight

Job Description

Job Title:	Administrative Specialist, Student Achievement	Reports To:	Asst. Superintendent Curriculum & Instruction
Pay Schedule:	Classified	FLSA Status:	Non-exempt
Prepared/Revised Date:	September 26, 2025	Work Year:	261 days

SUMMARY: Responsible for supporting the efficient and professional operation of a department administrative office. Provide general administrative assistance to district and department staff. Responsible for state and federal student count data collection and reporting, impact aid survey forms, student registration (including on-line registration (OLR) system), out-of-district (OOD) and out-of-zone (OOZ) forms, housing requests, district website registration information and trainings for school secretaries pertaining to pupil count and registration. Other registration related duties include preparation of weekly enrollment reports, transcript requests, and requests from DA's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment or department.*

Job Tasks Descriptions	Frequency
1. Coordinate and/or perform essential processes and/or projects related to assigned department functions.	D
2. Create and develop communications, including flyers, newsletters, bulletins, memos, etc., using technology effectively.	D
3. Respond to inquiries from parents, students, public, administration, and District staff. Direct individuals to others as needed.	D
4. Perform financial responsibilities, including maintaining the department budget, initiating purchase orders, checking-in orders, and/or maintaining office inventory.	D
5. Facilitate parent concerns from schools and communicate with leadership.	D
6. Assist with state and federal pupil count processes, including impact aid survey and source check preparation and reconciliation of data to student information system (SIS).	A
7. Assist schools and patrons with Online Registration (OLR) and coordinate Post housing assignments.	D
8. Update annual Out-of-District, Out-of-Zone, and other registration forms, as required.	A
9. Respond to student registration inquiries and district transcript requests.	D
10. Work with technology department to ensure registration process and procedures are up to date and monitor monthly IC data verification query process for schools.	A
11. Coordinate annual pupil count and training for school secretaries.	A
12. Prepare enrollment and registration reports, as needed.	M
13. Communicate effectively across the district to coordinate responsibilities, schedule and plan meetings, etc.	D
14. Gather, analyze, enter, and compile data for reports and/or communications.	D
15. Attend district level meetings that require meeting minutes, notes.	M
16. Assist with management of the department website. Update student enrollment information and student achievement information.	D
17. Manage and inventory instructional materials and resources.	M
18. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Preferred Associate's Degree
- Preferred three years' secretarial experience
- Preferred experience with pupil count, student information systems, and impact aid data collection

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Pass Typing (40 wpm), Word, and Excel Testing. (Required)

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Understanding of Accessibility requirements
- Understanding of website design and layout
- Effective organizational skills and attention to detail.
- Effective oral and written communication and interpersonal skills.
- Effective organizational skills and attention to detail.
- Public relations and customer service skills.
- Problem solving and analytical skills.
- Technology skills in Adobe, Excel, Word, Google, Google Suite, Canva etc.
- Bookkeeping and accounting skills.
- English language skills; bilingual skills desirable.
- Ability to work independently and meet multiple deadlines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Strong operating knowledge of and experience with technology and multiple software platforms.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Asst. Superintendant Curriculum & Instruction	

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: A fast-paced work environment requiring ability to handle multiple tasks from multiple district leaders and situations simultaneously and with interruptions.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, and compile. The employee is frequently required to copy. The employee is occasionally required to compute, instruct, evaluate, and negotiate.