

GALENA CITY SCHOOL DISTRICT

Position: Business Office Associate I
(Formerly Clerical III)
Reports to: Business Office Supervisor (IDEA)
Work year: 260 days

Location: IDEA Field Office
Classification: Classified
Salary: Range 9

SUMMARY OR PURPOSE:

Within the limits of law, board policies and regulations, administrative rules, and instructions from the Superintendent of Schools or designee, this Clerical III employee will assist the ordering, withdrawal, student records, and enrollment departments.

QUALIFICATION REQUIREMENTS:

- High School Diploma plus training
- Positive interpersonal skills
- Strong clerical skills
- Strong computer skills
- Demonstrate excellent customer service skills
- Must have a valid Alaska Driver' License
- Must maintain a professional dress code.
- Must be punctual.
- Ability to multitask while paying attention to detail
- Knowledge of home schooling preferred
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able and committed to developing proficiency in processing requisitions and purchase orders within the Ordering Dept.
2. Must be able and committed to developing proficiency in processing a complete withdrawal
3. Must be able and committed to developing proficiency in processing elementary and high school student records
4. Respond to phone calls and e-mails in a timely manner; communicate with families and staff
5. Research incoming e-mail and phone call inquiries
6. Alphabetizing, photocopying, scanning, and filing
7. Assisting Director, Business Office Supervisor and/or local Field Representative with special projects such as graduation, curriculum fair, etc.
8. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee

is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

GALENA CITY SCHOOL DISTRICT
Evaluation Form
Business Office Associate I

Name: _____ **Date:** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improve performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:

E=Exemplary

S=Satisfactory

N=Needs Improvement

	E	S	N
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Assisting Director, Business Office Supervisor and/or local Field Representative with special projects such as graduation, curriculum fair, etc.			
Perform other duties as assigned			

Evaluator's Comments:

Business Office Associate I's Comments:

The signatures below indicate that the Business Office Associate I and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: _____ Date: _____

Business Office Associate I's Signature: _____ Date: _____