



**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. May have to perform several tasks at once and prioritize.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with departmental staff and other employees. Ability to perform duties with awareness of all district requirements and Board of Education policies. Must have attention to detail and the ability to manage time effectively.

*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.*

While performing the duties of this job, the employee may sit for long periods of time. Some standing, stooping, bending or reaching may also be required. Requires manual dexterity sufficient to operate a keyboard or calculator, operate a telephone, copier and other office equipment as necessary. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact. It is necessary to view and type on a computer screen for long period and to work in an environment which can generate high work volume and high stress

*WORK ENVIRONMENT: 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.*

The work is performed in an office environment. Involves frequent contact with staff and the public. Work can be stressful. The noise level in the work environment is usually mild.