

Lexington School District Two
Position Description

Position Title: Executive Support Specialist - Bookkeeper

Department: Instruction

Reports To: Chief Instruction Officer

Prepared by: Dr. Angela Cooper, CHRO

Date: July 10, 2023

SUMMARY/FUNCTION:

Independently performs a variety of advanced secretarial or administrative duties involved in the operation of the office. Applies both written and unwritten policies and procedures; uses knowledge of operations, programs, and general office procedures to process information and materials to assist supervisory personnel; maintains records and correspondence for the office.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATION REQUIREMENTS: 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.

ESSENTIAL FUNCTIONS

- Provide support for Professional Development, State Testing, Coordinator of PowerSchool, and the Data Manager
- Basic data entry and data manipulation using Microsoft Excel
- Professional development: meeting organization, set-up, PD related travel, assistance with PD Cohort needs, Cohort facilitator payroll, supply orders, attendance, entering and updating PD activities and staff credits in My Learning Plan (MLP)
- Maintain budgets and complete purchase orders and payment through CSI
- Operate general office equipment such as a computer and copier
- Assists the District Test Coordinator with timely receiving, distributing, and shipping of secure and non-secure testing materials
- Perform other related duties as required
- Able to notarize when needed

JOB SPECIFICATIONS

Education and Experience

High school graduate or equivalent. Secretarial or clerical experience; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

Notary Public Commission - may obtain when hired.

Knowledge:

Excellent written and verbal communication, organizational, and good working knowledge of Business English and grammar. Knowledge departmental policies, procedures, and operation. Working knowledge of the principles of office management and of modern office procedures. Knowledge of the records and forms to be prepared and maintained.

Skills/Effort:

Strong technology skills, i.e., websites, Microsoft Word, Excel, PowerPoint, and the Google Suite. Experience with PowerSchool would be a plus. Excellent written and verbal communication, organizational, and telephone skills. Ability to interpret and apply detailed oral and written instructions.

LANGUAGE SKILLS:

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively using Standard English before groups of employees of organizations.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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.

OTHER SKILLS and ABILITIES:

Ability to pass a basic skill test and technology proficiency test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 is regularly required to stand and walk. The employee is occasionally required to sit at a desk. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with time constraints. The noise level in the work environment is usually low.

Working Conditions:

Conducts duties in an office environment with no significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention, and meeting deadlines. Physical demands are restricted to office work requiring lifting/moving of items up to 20 pounds. No travel is required. Job requires the operation of standard office equipment.

Responsibility:

No supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EVALUATION: Performance of this job will be evaluated annually in accordance with provision of the Board's policy on Evaluation of Clerical Personnel.