

POSITION DESCRIPTION

ISD 279 – OSSEO AREA SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Administrative Educational Support Professional (AESP)	Classification: Class IVA
Immediate Supervisor's Position Title: Principal, Assistant Principal or Coordinator	FLSA Status: Non-exempt
Bargaining Unit: Education Minnesota Osseo E.S.P. Administrative Local No. 7343 NEA/AFT/AFL-CIO	
Job Summary: To inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning by providing specialized clerical and technical duties related to the assignment or placement, as well as related responsibilities requiring creative solutions to specialized site/department needs. Answer correspondence and assemble highly confidential and sensitive information. Interact with a diverse group of external customers as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, organize and carry out a diversified workload, and make recommendations for changes in office practices or procedures.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES*

**Duties reflected in this job descriptions may not apply to all position titles within this classification.*

Duty/Responsibility No:	1	Statement of duty/responsibility-Customer Service Provides excellent customer service by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Delivering customer service that embodies the District mission. Assisting site/department leaders with communications. Acting as a liaison between parent(s), student(s), guardian(s), community and site/department staff. Communicating and coordinating services with internal and external vendors to ensure adequate service to our school system. 		
Duty/Responsibility No:	2	Statement of duty/responsibility-General Office Achieves operational objectives by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Delivering support for multiple site, departmental and/or program initiatives. Performing general office duties such as typing, filing, copying, faxing. Scheduling and preparing materials, rooms and sites for meetings, events and/or conferences. Creating, updating and maintaining handbooks and manuals. Ordering supplies and tracking inventory (general office and equipment). Verifying and processing vendor invoices. Processing monetary deposits and/or refunds as needed. Attending meetings and recording meeting minutes as requested. Developing and distributing communications to site/department, and internal and/or external vendors. Maintaining site, department and/or supervisor's calendar. 		

Duty/Responsibility No:	3	Statement of duty/responsibility-Records Ensures accurate staff and student records by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Scanning and/or retrieving information located on the system's network. • Creating and/or entering data into spreadsheets and/or databases. • Preparing and maintaining records (staff and student records). • Maintaining and updating records for site/department. • Creating, updating and maintaining handbooks and manuals. • Coordinating name badge renewal for site/department. 		
Duty/Responsibility No:	4	Statement of duty/responsibility-Events Assists in providing a collaborative culture by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assisting with the planning and coordination of site/departmental events as needed (e.g. graduations, awards ceremonies, orientations and activities). • Collaborating with food service personnel for assistance with food/beverage requests. • Arranging transportation (e.g. field trips and activities). • Supporting site/department conferences. 		
Duty/Responsibility No:	5	Statement of duty/responsibility-Organizational Management Assists with effective organizational management by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Providing work direction for special projects/assignments. • Assisting with staffing database input. • Maintaining records on staff absences. • Assisting with the interviewing process with applicants and supervisors. 		
Duty/Responsibility No:	6	Statement of duty/responsibility-Health and Safety Maintains safety and security of individuals and facilities by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Assisting and coordinating with Human Resources the access rights to site/building systems. • Maintaining and distributing emergency call lists. • Issuing leave/appointment passes/partial absence slips to students. • Maintaining a safe environment for students. • Supervising students at lunch and recess as needed. • Facilitating communication between site/department leaders/staff to alert about emergency situations. • Coordinating and monitoring drills and evacuations. • Organizing the bus safety program. 		
Duty/Responsibility No:	7	Statement of duty/responsibility-Other duties Completes other duties as assigned by:
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Performing other comparable duties of a like or similar nature as assigned. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following				
REQUIRED EDUCATION/TRAINING: (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	Less than high school diploma	Major field of study or degree emphasis:		
X	High school diploma or GED	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Understanding of data entry concepts. • Knowledge of spreadsheet and database management software and word processing skills. • Fundamentals of general office and general administrative procedures and operational requirements. • Understanding of office equipment and typical productivity software, databases or customized systems/applications. • Knowledge of basic record retention, record/file/database maintenance requirements. • Understanding of data privacy requirements, laws and rules as it pertains to job assignments. 		
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: Prior related secretarial/clerical work experience desired. Prior customer service and Microsoft Office experience required. Proficiency managing various budgets and experience in an education setting preferred.				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION: Identify licenses/certification required upon hiring				

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK:	Skilled in:
	<ul style="list-style-type: none"> • The attributes of an efficacious learner: resourceful, self-directed, responsible, problem solver and skilled communicator. • The ability to collaboratively solve problems. • The ability to work in an organized, efficient, and process-oriented manner. • The ability to apply and follow record keeping procedures and protocols to maintain and process data. • The ability to perform work assignments requiring attention to detail, confidentiality, precision and accuracy in accordance with set deadlines. • The ability to perform assigned functions with minimal direction in accordance with established set departmental operations.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:		
	Titles of Positions Directly Supervised	# of Employees
1	None	
TOTAL		

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (lift & carry): up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

Physical requirements associated with the position can be best summarized as follows:

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____	_____
Department Head's Signature	Date
_____	_____
Human Resources Signature	Date

Classification History:
Date classification was last reviewed and actions taken, if any:

Date Board Adopted: _____