

**Job Title:** Administrative Services Specialist**Exemption Status/Test:** Nonexempt**Reports to:** Director of Administrative Services**Date Revised:** 9-9-25**Dept./School:** Administrative Services

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**Primary Purpose:**

Provide support for daily administrative services operations. Handle routine administrative services inquiries and provide responsive and knowledgeable assistance to employees.

**Qualifications:****Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to perform basis math

Ability to read, speak and understand English

Excellent organizational skills

Effective communication and interpersonal skills

**Experience:**

3 years of clerical experience

**Major Responsibilities and Duties:****Administrative Services Support**

1. Handle routine administrative services inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain administrative services policies and practices to employees as appropriate.
2. Maintain administrative services information database to ensure that employee information is accurate, current, and reliable.
3. Oversee paraprofessional No Child Left Behind training and course completion.
4. Create and maintain employee District of Innovation (DOI) Plans.
5. Process new hire paperwork including submitting applications for emergency permits..
6. Collaborate with Educator Preparation Programs and staff to manage timelines and ensure the successful completion of their respective programs.

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**Reports and Correspondence**

7. Prepare and maintain service records and provide them to staff when requested.
8. Calculate years of service and maintain accurate data for teacher compensation.
9. Prepare correspondence, forms, and reports according to district standards and requirements.
10. Maintain and assist in the collection of staff Teacher Incentive Allotment (TIA) records and designation levels.

**Other**

11. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
12. Assist with the preparation and distribution of employment contracts.
13. Maintain confidentiality.
14. Follow district safety protocols and emergency procedures.
15. Behave in a professional manner when representing the district at all times.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals; imaging equipment

**Posture:** Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling and twisting

**Motion:** Repetitive hand motions, including frequent keyboarding and use of the mouse; occasional reaching

**Lifting:** Occasional light to moderate lifting and carrying (less than 44 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

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Received by \_\_\_\_\_

Date \_\_\_\_\_