



# STILLWATER AREA PUBLIC SCHOOLS

## Position Description

- DRAFT -

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Technician - Community Education Enrichment and Athletics	<b>Department / Building:</b> <i>Community Education / Central Services</i>
<b>Reports to:</b> <i>Director of CE</i>	<b>FLSA Status:</b> <i>Non-Exempt</i>
<b>Band/Grade/Subgrade:</b>	<b>Bargaining/Work Unit:</b> <i>Technical Support</i>
<b>Position Last Updated:</b> 07/16	<b>Next Position Description Update:</b> 05/18

### SECTION II: JOB SUMMARY

Performs a variety of administrative support responsibilities for the Community Education Enrichment and Athletics Supervisors/Coordinators, as well as facilitating the hiring of instructors and providing customer service. Also includes varied responsibilities covering information flow, reception, bookkeeping and data management.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides customer support for community education enrichment and athletic programs. Seeks and carries out solutions to meet customer needs.
<b>Percent of Time:</b>	45%	

#### Tasks involved in fulfilling above duty/responsibility:

- Serves as a first-contact and resource for students, staff, parents and others in many diverse situations, related to program and activity details.
- Make decisions about class status (cancellations, increase enrollment, etc.) and communicate with instructors, customers and district employees regarding program changes.
- Assists in the facilitation of solutions to customer inquiries/requests related to various class registration situations such as late enrollment, course discounts and/or refunds, etc. within established instructor/contractor and revenue parameters.
- Manage waiting lists.
- Reviews and approves applications for financial assistance based on number of requests and available funding.
- Acts as a liaison between customers and software vendors to address user questions/concerns.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides program and administrative support for the community education enrichment and athletics supervisors/coordinators.
<b>Percent of Time:</b>	40%	

#### Tasks involved in fulfilling above duty/responsibility:

- Perform a wide variety of administrative support for the program supervisor/coordinator with responsibilities including, but not limited to reception of callers and visitors; frequent interaction with customers, staff and administration, and information exchange and distribution

- Ensures timely receipt and processing of contract, insurance and other required documentation for independent contractors.
- Ensures timely receipt, and reviews and processes new hire paperwork for District employees.
- Processes payment for services rendered by instructors, both independent contractors and District employees.
- Prepare and oversee the printing and distribution of materials.
- Assists in the review and editing of course offerings in the Community Ed catalog.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Data Collection / Records Management / Reporting
<b>Percent of Time:</b>	10%	

#### **Tasks involved in fulfilling above duty/responsibility:**

- Creates and maintains various electronic and / or hard-copy files of data and information, ensuring ready access by authorized personnel as needed.
- Creates and prepares various accurate, well-documented and timely reports as scheduled or requested, ensuring distribution only to those authorized to receive such information.
- Creates and maintains accurate, complete bookkeeping records on all department purchase orders and processes invoices and vouchers for payment.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Special Projects
<b>Percent of Time:</b>	5%	

#### **Tasks involved in fulfilling above duty/responsibility:**

- Organizes, coordinates, and completes various special projects as scheduled or requested.
- Performs other job related duties as requested or assigned.

### **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- The knowledge, skill and ability to take appropriate actions, make sound process decisions and alert others in a timely manner which minimizes delays and uncompleted work.
- Ability to provide clear, correct answers and resource information to callers or visitors.
- Ability to comprehend the needs of others and make decisions to resolve issues
- Ability to develop and analyze user documentation, user requests, and customized applications.
- An ability to work purposefully, confidently and independently within authority and responsibility parameters of the position.
- Excellent interpersonal and organizational skills and the ability to consistently provide clear and complete work direction as required.
- Excellent written and verbal communication skills and an ability to establish rapport with customers, staff and outside contacts.
- Knowledge of established cashiering policies and procedures and the ability to enforce them if required.
- An ability to effectively combine and apply available resources to deliver expected results.
- Knowledge of and the ability to accurately apply bookkeeping procedures established at the office / department level.
- The knowledge, skill and ability to maintain assigned databases and draw requested data into report form as needed.
- The knowledge, skill and ability to set up, maintain and ensure the security and confidentiality of data and information.
- The ability to effectively plan, integrate and coordinate time, material, information / data and personnel in the completion of projects as expected with minimal direction.
- Demonstrated time-management skills and ability to handle multiple tasks and changing priorities, with attention to detail and deadlines
- Ability to analyze and attend to details with high degree of accuracy.
- Ability to interact with others in a professional, cooperative, and friendly manner.
- Ability to handle emergencies in a calm, confident manner in requesting immediate assistance and response.

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or equivalent
- Post high school education and/or completion of a two-year computer / technical program preferred.

## SECTION VI: EXPERIENCE REQUIREMENTS

- Two years experience in customer relations and scheduling and/or data entry.
- Experience in a K-12 or community education setting is desirable.
- Extensive experience using current office technology software applications including a variety of computer programs such as spreadsheets, word processing and database applications including relational databases.
- Experience providing support to computer system application end users and software vendors.
- Experience with financial record keeping including accounts payable, accounts receivable, and account reconciliation.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	<b>Sight</b>	
Distinguishing temperature	N			Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	C