



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Community Ed PAC Assistant	Department / Building: Varies
Reports to: Activity Center Coordinator	FLSA Status: Non Exempt
Band/Grade/Subgrade: A12	Bargaining/Work Unit: Community Education - Casual
Position Last Updated: September 2025	Next Position Update: September 2027

SECTION II: JOB SUMMARY

Provide clerical and customer service support for Community Education classes and facility rentals by following established procedures and checklists. Assist with routine tasks under the direction of the Activity Center Coordinator or designated lead staff.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Customer and Visitor Support
Percent of Time:	60%	

Tasks involved in fulfilling above duty/responsibility:

- Greet participants, instructors, and visitors using standard check-in procedures.
- Collect fees and record transactions using district systems under defined protocols.
- Post signs and distribute materials to instructors or teams as directed.
- Enter data and complete required forms accurately as requested
- Relay schedule information to participants; do not make independent changes.

Duty/Responsibility No:	1	Statement of duty/responsibility: Facility Assistance
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Assist with unlocking rooms, arranging equipment, and setting up supplies as directed.

- Observe facility and equipment conditions and promptly report concerns to the coordinator.
- Perform routine cleaning and reset of equipment as assigned.
- Perform opening and closing routines as directed.

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Special Projects</i>
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Carry out other assigned tasks as directed by supervisors, following written or verbal instructions.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to follow established procedures and protocols consistently.
- Strong interpersonal skills for greeting and assisting the public.
- Ability to work cooperatively with supervisors, instructors, and team members.
- Dependability and accuracy in clerical and data entry tasks.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School Diploma or Equivalent

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with the public in an educational, recreational or related setting.

SECTION VII: 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	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	F	Up to 25 pounds	O		
Sitting	O	Up to 50 pounds	N		
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	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	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O			Varying weather conditions	N
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F