

SECTION I: GENERAL INFORMATION

Classification Title: Kid's Connection Assistant Coordinator	Department: Community Education	Unit: Unaffiliated
Immediate Supervisor: Kids Connection/Youth Enrichment Manager	Grade Placement:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Kids Connection/Youth Enrichment Manager, the Kid's Connection Assistant Coordinator is responsible for providing clerical and administrative support to the Program Supervisor in implementing registration functions, billing, and collection follow-up for Kid's Connection and other Community Education classes.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processes and implements established procedures in performing daily program registration, billing and payment functions for Kid's Connection and Youth Enrichment programs. Performs such duties as:
 - Prepares and bills families for tuition and youth enrichment classes.
 - Follows up with families to collect overdue accounts.
 - Processes Anoka County Assistance billing by entering attendance data into the State system (i.e. MEC2PRO).
 - Registers new families creating user profiles within the District's student information system (i.e. Affinity).
 - Compiles and generates information for departmental reports. Maintains and updates all program(s) records and files.
2. Performs a variety of clerical support functions for Kid's Connection and Youth Enrichment programs.
 - Performs general receptionist functions. Answers phones, directs callers, greets visitors and provides routine information and assistance, as appropriate to the job.
 - Assembles, files, updates, and enters information into program records, files, class lists, etc.
 - Monitors and records staff absences and vacations in AESOP system. Monitors duty days records and codes payroll accordingly.
 - Organizes, tracks, codes and maintains all purchase orders for Kid's Connection and Youth Enrichment programs.
3. Assists the Program Supervisor in monitoring, tracking and reporting of program expenditures, revenues and financial transactions including the processing of weekly credit card payments.
 - Reviews and codes departmental expenses.
 - Processes and monitors the preparation of purchase requisitions.
 - Organizes, tracks, codes and maintains all purchase orders for Kid's Connection and Youth Enrichment programs.
4. Prepares, records and completes Kid's Connection and Youth Enrichment weekly deposits and submits to Business Office. Performs credit card reconciliations and submits to Business Office for payment.
5. Performs other duties of a comparable level or type, as required.
 - Attends training sessions, staff meetings, workshops or in-service, as required.
 - Assists in facilitating and monitoring Community Education course attendance.

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.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		
			<ul style="list-style-type: none"> • Fundamentals of general office and district administrative procedures and practices. • Knowledge of office etiquette and customer service procedures and routines. • Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Fundamentals of basic accounting and their application and use in billing and collection procedures. • Knowledge of district administrative policies and procedures. • Fundamentals of computer operation and business productivity software including specialized applications/software utilized by department (i.e. Affinity, AESOP, MEC2PRO, etc.). • Knowledge of registration processes and procedures of the department.
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 3 years prior clerical support and customer service experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: None required.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of both district staff and the public. • Using, applying, and performing word processing, database maintenance, spreadsheet creation and use of or other office productivity software. • Prioritizing work and office organizational skills. • Implementing class registration procedures and implementing class refunds and class cancellations. • Establishing and maintaining department records and files. • Using word processing, customized business applications and productivity software. • Performing general bookkeeping duties associated with class fees, tuition billing, department purchasing and class registrations. • Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and established administrative operations and procedures. 	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
<u>Physical Activities</u>	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities									
Physical requirements associated with the position can be best summarized as follows:									
Light Work:									
Exerting up to 25 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.									
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work.								



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: 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

Classification History:
Created classification description 4/2016 BCC