

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Office Professional-Curriculum & Instruction and Office of Teaching & Learning	<b>Department:</b> Curriculum & Instruction	<b>Unit:</b> Office Professionals
<b>Immediate Supervisor:</b> Coordinator of Student Performance Improvement and Director of Curriculum & Instruction	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<b>Job Summary:</b> Under the direction of the Coordinator of Student Performance Improvement and Director of Curriculum & Instruction, the office professional is responsible for providing a variety of clerical and secretarial support functions including such responsibilities and tasks as supporting department staff by maintaining and updating licensed teacher files and records; monitoring and tracking office expenditure and budget amounts; scheduling professional development for staff; assisting with the planning and coordination of special events; and other duties as assigned. This is a split position supporting the Office of Teaching & Learning at St. Francis High School and the Office of Curriculum & Instruction at Central Services Center.  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. Updates and maintains licensed teacher files and records.
2. Performs bookkeeping activities for both departments. Duties include such representative tasks as:
  - Monitors and tracks departmental expenditures, purchases and budgetary amounts.
  - Reconciles expenses for department credit cards.
  - Orders and organizes all office supplies and materials for offices and classes.
3. Assists in the planning, preparation and arrangements for special events such as conferences and seminars. Manage logistics of professional development for staff, including travel.
4. Assists with clerical duties and tasks associated with maintaining career ladder and staff mentoring activities.
5. Assembles binders for the instruction of Academy classes.
6. Performs other duties of a comparable level or type, as required.
7. Create, maintain and manage documents in Google and MS Office.
8. Maintain confidential data and records.
9. Manages and maintains student data in districtwide online systems
10. Record minutes during meetings.
11. Process and code accounts payable, purchase orders, mileage reimbursement and payroll claim forms.
12. Process Personal Action Forms (PAFs).
13. Maintain office and testing calendars.
14. Manage curriculum inventory and curriculum adoption shipments.
15. Excellent customer service skills.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Some technical, college or post secondary schooling preferred
x	High school diploma or GED.		
	1 year college		<b>Major field of study or degree emphasis:</b>
		2 years college	
	3 years college		
		4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
<ul style="list-style-type: none"> <li>• Knowledge of district administrative policies and procedures (i.e. purchasing, accounts payable, payroll reporting, etc.).</li> <li>• Fundamentals of computer operation and business productivity software including specialized District software/applications relevant to the district (i.e. Skyward, Infinite Campus, etc.).</li> <li>• Basic fundamentals of bookkeeping in accounting for purchasing and tracking budgetary expenditures.</li> <li>• Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements.</li> <li>• Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.</li> <li>• Fundamentals of teacher contracts, provisions, and language.</li> </ul>			
<b>Required Work Experience in Addition to Formal Education/Training:</b>			
Minimum of 1 year clerical/secretarial and/or customer support experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>	
		A valid MN Driver's License or evidence of equivalent mobility.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b>	
		<ul style="list-style-type: none"> <li>• Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of district staff, vendors, district administrators, staff development presenters, etc. .</li> <li>• Performing general accounting/bookkeeping pertaining to department purchases, credit card reconciliation, and budgetary expenditures, etc.</li> <li>• Prioritizing work and office organizational skills.</li> <li>• Establishing, updating and maintaining teaching records and files.</li> <li>• Using and applying customized business applications and office productivity software.</li> <li>• Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules.</li> <li>• Coordinating and making arrangements for staff development, conferences, seminars, business trips or special events.</li> </ul>	



**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	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 a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.

## SECTION IV: DISTRICT MISSION AND CORE VALUES

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

## SECTION V: CLASSIFICATION HISTORY AND APPROVAL

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

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**Department Head's Signature**

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**Date**

**Classification History:**

Created classification description 5/2016 BCC