

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Office Professional-ECFE	<b>Department:</b>	<b>Unit:</b> Office Professionals
<b>Immediate Supervisor:</b> Program Supervisor - ECFE	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt

#### Job Summary:

Under the direction of the Early Childhood Program Supervisor, the Early Childhood Office Professional is responsible for providing assistance and office support with respect of general receptionist functions, program registration activities, receipting and depositing tuition payments, and assisting staff with facility/room scheduling and checkout.

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. Performs general receptionist functions for the Early Childhood program.
  - Greets the public entering the building.
  - Directs the public and answers general questions regarding Early Childhood programming.
  - Answers departmental phones and directs callers to appropriate persons and/or provides general information, as appropriate.
  - Monitors and follows security procedures within the building as individuals come and go.
  - Checks absence and main line voice mailboxes.
2. Processes registrations for all Early Childhood programs.
  - Enters participant information into the registration system (Affinity, Infinite Campus, and/or class spreadsheets).
  - Assists with PEEK.
  - Monitors class enrollments.
  - Verifies data reports.
  - Communicates with staff to clarify, verify or maintain accurate reporting.
3. Provides general office support for the Early Childhood program.
  - Maintains web pages, calendars, events and/or new posts.
  - Creates and sends eNews notifications throughout the year to participant families regarding upcoming events or program information.
  - Submits facility requests for staff for room scheduling and/or checkout
4. Collects and prepares deposits for PP15, ECFE and Advisory Council. Collects and enters tuition payments.
5. Performs other duties of a comparable level or type, as required.
  - Attends departmental staff meetings.
  - Makes recommendations to improve central service activities or operations.

**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		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	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> <ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Operation of general office equipment and duplicating equipment.</li> <li>• Knowledge of business productivity software/applications relevant to position (e.g. word processing, email, internet browsers, etc.).</li> <li>• Fundamentals of general office procedures and practices of the district, ECFE and Preschool program(s).</li> <li>• Knowledge of office etiquette and customer service procedures and routines.</li> <li>• Knowledge of specialized district software and applications used in updating, recording or entering student records, scheduling of classes, and recording of tuition payments or district census information (e.g. Affinity, Infinite Campus, etc.).</li> <li>• Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or electronic filing systems.</li> <li>• Basic fundamentals of computer operation and use.</li> </ul>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 6 months to 1 year related clerical experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> None required.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, parents, children and the public.</li> <li>• Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.</li> <li>• Using and operating computers, keyboard skills, and applying office productivity software for basic word processing, file maintenance and data entry.</li> <li>• Processing tuition payments and general bookkeeping activities.</li> <li>• Performing duties and tasks that require attention to detail, precision and accuracy in recording, entering, tracking or monitoring student information or district record maintenance activities.</li> <li>• Applying proper grammar, usage and writing skills.</li> </ul>	



- Ability to learn and apply building office routines, systems and office procedures.
- Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc.
- Operating district phone systems.
- Operating and using general office requirement including, copies, fax machines, duplicating equipment, internet, telecommunications equipment and voice mail.

**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:**

**Sedentary Work:**

Exerting up to 10 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.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.</p>
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**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**
**Date**

**Classification History:**  
 Created classification description 4/2016 BCC

