

SECTION I: GENERAL INFORMATION

| | | |
|--|-------------------------|--------------------------------------|
| Classification Title: Office Professional-Principal Support | Department: | Unit: Office Professionals |
| Immediate Supervisor: Building Principal | Grade Placement: | FLSA Status: Non-exempt |
| <p>Job Summary:</p> <p>Under the direction of the Building Principal, the Office Professional-Principal Support is responsible for providing administrative support in coordinating the daily operation of building office functions while serving as a liaison between the public and school personnel.</p> <p>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.</p> | | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Makes arrangements to cover employee absences and updates attendance records.
 - Identifies absent employees using AESOP software.
 - Locates and assigns substitute employees.
 - Reassigns internal staff to cover absences if substitutes are unavailable.
 - Enters all absences and vacant positions. Reconciles absences
 - Prints attendance reports to validate payroll information.
2. Collects, compiles, verifies or follows up on or clarifies information, as needed.
 - Reconciles payroll claim forms with attendance report.
 - Assigns budget codes to each entry recorded on payroll claim forms.
 - Researches and clarifies questionable entries.
 - Copies and distributes payroll data to designated departments.
3. Handles building purchases, monitors building budget(s), reconciles bank statements, and performs office bookkeeping duties.
 - Processes purchasing requisitions.
 - Orders supplies and materials online or with local retailers for staff.
 - Verifies and validates receipts on itemized items.
 - Prepares bank deposits and assigns revenue codes. Balances and reconciles bank statements.
 - Approves purchases made with district credit cards. Tracks use of and provides back up information for credit cards.
4. Updates and maintains building web pages. Authors monthly newsletter, enters calendar events, posts minutes from building meetings, or writes/edits articles to inform the public of upcoming activities.
5. Enrolls students, updates and maintains student information and records.
 - Collects, reviews and assures all enrollment information/documents.
 - Enrolls students and records all relevant student information in student information database.
 - Schedules courses.
 - Prints and distributes report cards.

- Tracks and monitors student attendance.
 - Updates class lists, student counts or placement information.
6. Provides general administrative support and secretarial assistance to the Principal. Duties include but are not limited to:
- Scheduling and making arrangements for building events or meetings.
 - Provides reception services in the office. Answers phones, greets the public, refers callers or visitors to appropriate parties and/or provides general/routine information, as appropriate.
 - Assists in drafting, composing or editing correspondence.
 - Assists in developing facility schedules.
 - Manages the Principal's calendar and appointments.
7. Performs other duties of a comparable level or type, as required.

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"> • Knowledge of general office procedures and practices. • Knowledge and skilled in office etiquette and customer service procedures and routines, and office equipment. • Knowledge of student recordkeeping processes and operations including specialized district software (e.g. AESOP, Infinite Campus, Skyward, etc.) for enrollment, grade reporting, class scheduling, building financial records, scheduling, and other student/district information. • Fundamentals of computer operation and use. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.). • Building policies and procedures impacting administrative operational requirements. • Fundamentals of bookkeeping, accounting, purchasing and budget monitoring activities. |

| | |
|--|--|
| Required Work Experience in Addition to Formal Education/Training: Minimum of 3 year administrative support or secretarial experience. | |
| LICENSE/ CERTIFICATION | Identify licenses/certification required: None required. |



| | |
|--|--|
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | <p>Skilled in:</p> <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications and specialized database applications (e.g. MS Office, AESOP, Infinite Campus, Skyward, etc.). • Oral and written communication. • Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility. • Carrying out administrative support functions requiring attention to detail, precision and accuracy. • Fundamentals of business grammar and basic business math. • Implementing and maintaining a variety of student/staff/financial databases for the building. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel. • Time management skills. • Providing confidential and secretarial support to the building administrator in the preparation of correspondence, letters, parent notifications or other correspondence. • Performing general bookkeeping responsibilities in accordance with district operational policies and procedures. |
|--|--|

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

| <u>Physical Activities</u> | <u>Amount of Time Spent</u> | | | | <u>Lifting/Forcing Exerting</u> | <u>Amount of Time Spent</u> | | | |
|-------------------------------------|-----------------------------|----------|------------|----------|---------------------------------|-----------------------------|----------|------------|----------|
| | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 | | 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 frequently 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>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 6/2016 BCC

