

SOUTH BURLINGTON SCHOOL DISTRICT
Job Description

Job Title: Clerical Assistant for Early Education Programs
Location: District
Job Group: Support Staff
Reports To: Director of Educational Support Services

Summary: Performs clerical duties and assists Administrative Staff in maintaining accurate records and performing assigned projects and data support duties. Works in highly visible locations dealing frequently with parents, staff, and the greater school community. Responsible for maintaining positive relationships with others and ensuring sensitive communications and information is managed appropriately.

Essential Duties and Responsibilities:

1. Compiles and submits a variety of daily, weekly, monthly, and year-end reports and correspondence, as required, such as partner lists and contacts and student list and contacts.
2. Assists in the coordination of the District's Early Education partnerships
 - a. Manages a high volume of communications (i.e. calls, voicemails, emails, messages) from parents/guardians regarding early education programming. Processes information as necessary by filing, recording, or forwarding to others per district protocols.
 - b. Meets families and completes all registrations for new preschool students
 - c. Establishes and/or updates electronic data records and student profiles. Creates and processes contracts for partner programs
 - d. Collects Teaching Strategies Gold Assessments from partner programs and distributes to elementary schools.
 - e. Reviews and confirms students on individual invoices and sends to Business office for payment processing.
 - f. Maintains the preschool website
 - g. Works with partner preschools on contracts, payments, and student assessments.
3. Provides support to the administrative team by:
 - a. Filing, copying, faxing, and maintaining office equipment; assisting with special clerical requests.
 - b. Processing pre-K invoices purchase order and check requests and maintaining related records.
4. Coordinates and/or participates in special programs and activities such as:
 - a. Attending Early Learning Partnership Meetings
 - b. Coordinates with Growing Kids South Burlington projects.
5. Serves as a backup to other secretarial support functions.
6. May perform other duties as assigned.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school graduate or equivalent plus two years' related experience or training. Associate's degree in a related field is preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write and routinely produce error free correspondence and simple reports is required. The ability to maintain self-control, convey empathy, while speaking effectively in person and over the phone with parents, students, co-workers, and the general public. Demonstrates active listening and service oriented skills.

Mathematical Skills: Ability to calculate figures and amounts such as prices, discounts, interest, percentages. Must demonstrate an ability to apply basic math concepts and basic algebra.

Reasoning Ability: Ability to assess situations, solve practical problems, and deal with a variety of variables in situations where standardization exists. Ability to interpret a variety of oral and written instructions and to maintain confidentiality of information presented in various forms (written/oral) is essential.

Other Skills and Abilities: Demonstrates effective interpersonal, oral, and written communication skills to maintain cordial and cooperative working relationships with students, staff, parents, and the greater school community. Demonstrated proficiency with Microsoft Office Products (Word, Outlook, Excel) with an ability to learn and utilize new software programs as systems are upgraded is necessary. Must have above-average typing skills (at least 55 words per minute.) Must be self-motivated, detailed oriented, organized, and highly focused to set priorities, manage time, and perform multiple tasks simultaneously. Must be able to keep high levels of confidentiality in all aspects of job performance and to perform duties with awareness of all District requirements, protocols, and School Board policies.

Physical Demands: *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit for prolonged periods; talk and listen to others in person and over the phone; Distinguish between necessary sounds (alarms, phones, intercom, voices) and unnecessary background noises; Demonstrate ability to see both near (such as to operate office equipment) and far/peripherally (such as to monitor door access and traffic.) The employee frequently is required to demonstrate dexterity to handle papers, files and to operate office machinery, or computers. The employee is occasionally required to stand, walk, and reach with arms or hands. Specific vision abilities required by this job include close and far vision. The incumbent must have the ability to maintain composure and to manage multiple tasks while presented with many interruptions.

Some occasional lifting of up to 40 pounds may be required to lift and move boxes, office supplies.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, and the work is performed in an office environment.

Terms of Employment: As outlined in the Letter of Employment

Evaluation: Annually

Date Accepted: 10/11/17 DY

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.