

SOUTH BURLINGTON SCHOOL DISTRICT
Job Description

Job Title: Clerical Assistant for Early Education Programs
Location: District
Job Group: Non Union, Support Staff
Pay Level: Non Exempt, Pay Grade 6
Reports To: Executive Director of Educational Support Services

Summary: Assists the Educational Support Services Department by performing clerical and receptionist duties and assisting in maintaining accurate records, performing assigned projects and data support duties for the Early Education programs. 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 by:
 - a. Managing a high volume of communications (i.e., calls, voicemails, emails) from parents/guardians regarding early education programming. Processing 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 (TSG) assessments from partner programs and distributes them to elementary schools.
 - e. Reviews and confirms students on individual invoices and sends to Business office for payment processing.
 - f. Maintains the District Preschool website.
 - g. Works with partner preschools on contracts, payments, and student assessments.
 - h. Attends Early Learning Partnership meetings.
3. Provides general administrative support to the Executive Director of Educational Support Services in the management of all in-house district Preschool programs under Act 166, including, but not limited to:
 - a. Maintaining digital and paper records in support of activities and for retaining District Preschool Program licensure.
 - b. Assisting in sustaining Step Ahead Recognition System (STARS) certification for District Preschool Programs.
 - c. Assisting with the registration and placement of student in classrooms or on waiting lists for each District Preschool Program.
 - d. Ensuring that TSG assessments records are completed as scheduled and received in the District by established deadline.
4. 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.
 - c. Coordinating and/or participating in special programs and activities.
5. Serves as a backup to other secretarial support functions.
 6. May perform other duties as assigned.

General Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Position requires a calm and friendly approach to manage a constant flow of interruptions from walk-ins, phones, and emails while serving the public and district employees. Carries out responsibilities in accordance with the District's policies and applicable laws at the direction of the Executive Director of Educational Support Systems. Regular attendance in accordance with established work schedule.

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 early education rules and regulations, 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 apply concepts of basic math and algebra. Must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

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: 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 Demonstrated ongoing commitment to workplace diversity and delivering exceptional customer service

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. The incumbent must have the ability to maintain composure and to manage multiple tasks while presented with many interruptions. Some occasional lifting and moving of up to 40 pounds and stooping and bending to access items in lower drawers may be required

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.*

While performing the duties of this job, the employee regularly works inside in a typical office setting. The employee occasionally must meet deadlines with severe time constraints. The ability to willingly collaborate and contribute positively to maintain a productive and efficient office environment is essential. The noise level in the work environment is usually quiet to moderate.

Terms of Employment: As outlined in the Letter of Employment

Evaluation: Annually

Date Accepted: 7/19/21 JG

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.

Job Description Acknowledgement: I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____