

**South Burlington School District
Position Description**

Job Title: Clerical Assistant for Operations
Location: Operations
Job Group: Non-Union Support Staff
Pay Level: Non-exempt, Grade 6
Reports To: Operations Supervisor

Summary: Assists the Operations Supervisor by performing clerical and bookkeeping duties. Performs a variety of other assigned tasks to enhance the smooth and efficient operation of the office. Works in a highly visible office dealing frequently with confidential communications and information.

Essential Duties and Responsibilities:

1. Performs administrative support duties such as, but not limited to:
 - a. Answering routine telephone and in-person inquiries regarding department programs, procedures, and policies from parents, staff, vendors, and consultants. Takes messages and/or routes calls.
 - b. Assuming general clerical responsibilities such as copying, filing, ordering materials and equipment, coordinating schedules, and handling mail.
 - c. Processing purchase orders and payments as assigned.
 - d. Maintaining department digital/paper files and records and supporting supervisor with compliance paperwork and timelines.
 - e. Maintaining facility use agreements, Safety Data Sheets (SDS) records, and other assigned records.
 - f. Assisting with department webpage and employee portal page.
 - g. Coordinates facilities scheduling and billing.
 - h. Maintaining confidentiality of all district-related materials, as appropriate.
2. Supports Operations Services with such tasks including, but not limited to:
 - a. Managing invoices, processing remittances, and following up on non-payment for district services such as, but not limited to public records requests, tuition, facility use, homeless transportation, other district reimbursements.
 - b. Managing tuition agreements with partner districts; drafts tuition agreements, invoices tuition and collects tuition vouchers, and forwarding information to other district department for processing and reporting.
 - c. Coordinates facilities scheduling and billing. Maintaining facility use agreements, Safety Data Sheets (SDS) records, and other assigned records.
 - d. Advertising district bus routes on the district webpage, via district communications, and The Other Paper.
 - e. Assisting with the Crisis Management Planning, as directed.
 - f. Assisting with the District's bidding process, as directed.
3. Maintains knowledge of state and federal rules and regulations for school operational departments. May attend workshops, trainings and other relevant activities as requested.
4. Serves as a back-up for Central Office receptionist duties.
5. May performs 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 supervisor. Regular attendance in accordance with established scheduled days/hours.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement 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, Associate's Degree preferred. Two or more years clerical experience desired. Knowledge of Google, Microsoft Office, and office related software preferred.

Language Skills: Ability to read and interpret documents such as special education rules and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write routine correspondence. Ability to communicate effectively to others in person and over the phone, through email or correspondence.

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 Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Demonstrated ability to deal with problems involving several concrete variables in standardized situations is necessary.

Other Skills and Abilities: Personal computer and spreadsheet experience. Effective organization skills and the demonstrated ability to be flexible and manage multiple tasks in a fast-paced environment are required. Must possess the ability to work well both independently and as a member of a team. Must possess and demonstrate a high level of confidentiality with regard to official School District matters related to privacy rights of the District, students, parents, and employees. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service. Maintaining knowledge of state and federal rules and regulations for school operations.

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 remain stationary, talk, see, and hear. The employee is frequently required to move from location to location and reach for items. The employee must regularly operate a computer, adding machine, phone, and other office machinery. The employee must occasionally lift and/or move up to 40 pounds, such as files or cases of computer paper, stoop and bend to file items in lower drawers. Specific vision abilities required by this job include close vision, distinguish color variation, and depth perception. The employee is occasionally required to travel to other work locations.

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. Work performed is in an office setting. The position demands meeting deadlines with severe time constraints.

Terms of Employment: 12 months

Evaluation: Annually by the Operations Supervisor

Date Approved:

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) 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 _____