

## **Vail School District Job Description**

**Job Title: CIVANO OFFICE SPECIALIST**

**Department:** Civano Community Schools

**Reports To:** Civano School Coordinator

**FLSA Status:** Non-exempt

**Level:** Level 13

**Created:** 10/08/2019

**SUMMARY:** Under the direction of the Civano School Coordinator and indirectly reporting to the Director of Assessment and Innovative Learning, this position performs highly responsible and confidential clerical, accounting, and administrative functions to support school administration, Civano students, and families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greets and directs staff, students, and visitors to the appropriate person or place. Serves as a resource to students, staff, and the general public.
- Answers questions and responds to inquiries related to student enrollment. Registers students.
- Communicates with parents regarding applicable payment options, statements, and collections.
- Creates, maintains, and develops reports from databases and spreadsheets.
- Creates, updates, and generates periodic reports and presentations.
- Schedules, publishes, promotes, and maintains school events and the school calendars.
- Maintains a daily teacher attendance log, and appropriate records for substitute teachers for the school.
- Requests and sends student records. Maintains student records, as appropriate.
- Provides clerical and administrative office support to the School Coordinator and to the Director of Assessment and Innovative Learning.
- Maintains filing systems, keeping current and neatly organized.
- Coordinates and maintains records for school staff office space, phones, equipment, keys, etc.
- Keeps the school office neat and visually pleasing.
- Maintain a neat, organized, and well-stocked office; compiles, requests and purchases supplies as needed. Monitors and tracks purchase orders. Sorts and distributes mail within the school.

- Assists with the preparation of the supply and equipment budget for the school.
- Assists with organization, setup, and breakdown for meetings & events.
- Coordinates, copies, and distributes periodic newsletters, flyers, and mailings.
- Provides services as the school health aide, workroom support, and volunteer coordinator.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and EXPERIENCE**

- Minimum high school diploma or general education degree (GED) with three or more years of progressive experience clerical/administrative office support.
- Demonstrated proficiency using word processing, spreadsheet, and database applications and programs.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Assessment and Innovative Learning.

### **ABILITIES**

- Strong organizational, time management, and interpersonal skills.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Ability to work within budgetary and procurement guidelines and to support School and District goals and objectives.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, and district and department regulations. Ability to prepare correspondence, reports, and forms; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, parents, community members, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret charts and graphs.

### **REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arizona driver's license and proof of current automobile insurance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low to moderate.

### **TRAVEL**

This position requires the employee to be able to travel efficiently between the assigned school sites and other locations within the local area. Travel is occasional in the local area with infrequent trips within the state.