

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Staff Assistant - GR. 8
FLSA STATUS:	Non-Exempt
UPDATED:	November 27, 2002

POSITION OBJECTIVES:

To coordinate and carry out a variety of key administrative support functions for a District program, school or department administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions.
- Assist in departmental budget planning. Monitor expenditures and process budget documents.
- Assist in designing, implement and maintain departmental filing, record keeping and reporting systems, including computer applications.
- Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by department/District personnel, students, parents, and/or individuals outside of the District.
- Organize and coordinate various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions, such as policy and procedure manuals, instructional materials, and the like.
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources, and so forth.
- Serve as liaison with students, faculty, staff, parents, Board members, alumni, vendors, and/or other key internal and/or external constituency: present information on assigned programs; explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Perform other specialized/technical tasks related to assigned functions.
- Confer regularly with immediate supervisor, department/District personnel, and relevant outside organizations/individuals to plan, coordinate and evaluate programs/projects/activities/policies, exchange information, resolve problems, and the like.
- Train and supervise the daily activities of assigned support staff.
- On a limited basis, perform regular secretarial duties for senior department staff or administrators: answer phones and carry out standard reception tasks; type/print using word processor correspondence, reports, etc.; order office supplies; maintain appointment calendars; screen and distribute mail; photocopy; set up meetings; and the like.
- Perform related duties as assigned.

SUPERVISION RECEIVED:

Minimal supervision is received from a senior administrator or department director.

SUPERVISORY RESPONSIBILITIES:

No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates degree in an appropriate discipline plus 3 to 4 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

Good general understanding of public education organizational structure and administrative operations.

- **Language Skills.**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills.**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Computer Skills and Experience.**
Strong typing and organizational abilities. Microsoft Office experience is preferred. Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems.
- **Reasoning Ability/Mental Requirements.**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following: (occasionally, frequently, regularly, constantly)

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to drive.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.