

Chittenden Central Supervisory Union
Job Description

JOB TITLE:	Staff Assistant – Learning Communities
FLSA STATUS:	Non-exempt
UPDATED:	February 7, 2011

POSITION OBJECTIVES: To effectively serve and assist the Learning Community (LC) Leaders by coordinating and performing a variety of basic and skilled bookkeeping duties, and key administrative and clerical support functions. To assist in maintaining a professional, friendly, positive and respectful work atmosphere by coordinating and providing a full range of secretarial/clerical and administrative functions for the learning community, including performance of key LC administrative tasks for the Learner Community Leaders (LCL), Academy Leaders (AL), and Curriculum Content Leaders (CCL).

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.
- Design, implement and maintain filing, record keeping and reporting systems, including computer applications, to ensure efficient and accurate maintenance and reporting of information.
- 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 or other requirements by faculty, staff, students, parents, and/or individuals outside of the District.
- Perform various bookkeeping functions:
 - Initiate and process financial documents related to operating budgets or special accounts (e.g., generate and track requisitions and purchase orders) utilizing computerized systems
 - Organize and maintain computerized financial records for all LC budgets to ensure proper accounting of all revenues and expenditures.
 - Monitor financial activity to ensure budget limits are not exceeded. Regularly report budget status to the LCLs.
 - Initiate and process timely payment of all bills and invoices related to the LCs.
 - Plan and prepare a variety of financial documents and reports as requested by the LCLs utilizing computerized applications.
 - Assist the LCLs with budget development and planning: create, prepare and distribute budget forms and packet to each AL and CCL; collect completed budget packets from AL and CCLs and enter figures into a computerized budget application; summarize and review proposed budgets with LCL.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Confers regularly with LCLs, ALs, CCLs, other school/district personnel, and/or various firms/organizations/individuals outside the District to present information on assigned programs; answer various questions; plan and coordinate activities/projects/services/assistance; explain and enforce standard policies and procedures; exchange information; process special requests; discuss, investigate and resolve problems, referring to senior staff members as appropriate and advising on appropriate action to be taken as necessary.
- Coordinate technology and maintenance needs for the learning communities.
- Order supplies, equipment, and other materials for the LCs; work with LCLs, ALs, and CCLs to identify needs; place orders; process requisitions and purchase orders; organize and maintain inventory.
- Assist with organizing and coordinating various LC activities/events, including arranging for all necessary facilities, staffing, scheduling, communications, and the like.
- Compile and organize a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by LCLs or other staff members.

- Maintain and play a key role in the development (write, design, draft, edit, etc.) of various written documents related to assigned functions, such as operating practices manuals, forms, instructional materials, and the like.
- Assist with special projects as requested.
- Maintain learning community webpages and serve as resource for web page development and enhancements.
- Maintain professionalism and confidentiality.
- Perform other specialized or technical administrative tasks related to the learning community's primary function.

SUPERVISION RECEIVED: Reports to, supervised and evaluated by the Principal with input from the LCLs. Receives primary assignments and direction from the LCLs. May occasionally receive direction and assignments from the ALs and CCLs.

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.** Associate's degree in business or other appropriate discipline, plus two to three years of relevant bookkeeping and clerical experience, or a combination education and experience from which comparable knowledge and skills are acquired. Good general understanding of school office functions desirable.
- **Language Skills.** Ability to read and interpret documents such as policies, operating practices, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from faculty, staff, administrators, parents, students, community members, or external school constituents.
- **Mathematical Skills.** Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.
- **Computer Skills and Experience.** Proficient word processing skills including mail merge, formatting, editing, and publishing. Proficient spreadsheet skills including use of filters, pivot tables, functions, and report generation. Experience and knowledge with computerized databases including data entry, creating and running reporting, and basic design. Microsoft Office experience and skills preferred. Experience with Web-page maintenance & design knowledge also preferred.
- **Reasoning Ability/Mental Requirements.** Demonstrated ability to use discretion and independent judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Excellent oral and written communication skills. Proven ability to work cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, administrators, co-workers, community members, parents, students, media and representatives of outside organizations.
- **Other Personal Characteristics.** High accuracy & attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	F	X	
STANDING	F		X
WALKING	F		X
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	O	X	
10-25 lbs.	O	X	
25-50 lbs.	S		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	O	X	
10-25 lbs.	O	X	
25-50 lbs.	S		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	O	X	
PUSHING/PULLING	O	X	
TWISTING	O	X	
CLIMBING	NA		X
BALANCING	NA		X
CROUCHING	O	X	
KNEELING	NA		X
CRAWLING	NA		X
REACHING (i.e., overhead)	O	X	
HANDLING	F	X	
DRIVING	O		X
REPETITIVE MOVEMENTS (hands, feet)	F	X	
MANAGING STRESS	F	X	
RESOLVING CONFLICTS	O	X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	F
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	O
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	S

EXPOSURE (hazardous equipment)	NA
EXPOSURE (chemicals, hazardous materials)	O
UNEVEN TERRAIN	NA
OUTDOOR WEATHER CONDITIONS	S
VIBRATION/NOISE	C
HEIGHTS	NA

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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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.