

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	Support Assistant, High School	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 3
Reports to:	Assistant Principal, Principal and/or Dean	Work Year:	10 months
Prepared/Revised Date:	January 2008		210 days

SUMMARY: Provide clerical support to the Assistant Principal, Counselor, and/or Athletic Director with management details associated with secondary education and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist counselors, assistant principals, athletic directors with various duties, including attendance letters, tracking of truancies, discipline letters, credit loss, senior failure letters, scheduling extra-curricular activities, scheduling buses for athletic teams, scheduling and payment of game event workers, Extra Duty Contracts, and other duties as needed.	D	27%
2. Maintain student records on Infinite Campus and through cumulative files, including attendance records, enrollment, withdrawal, health records, athletic records, discipline records and other information as directed.	D	20%
3. Serve as receptionist for the building, including answering phones, directing visitors to the appropriate contact, assisting teachers with copying and other issues. Process incoming and outgoing District and US Mail. Monitor the substitute management system to ensure the complete staffing of the school.	D	10%
4. Complete weekly, quarterly and annual reports for the school, District and the State Athletic Associations for the purpose of athletic eligibility, equity and classifications. Compile annual reports for the use of the School District to submit to the State of Colorado for school funding.	D	10%
5. Print, fold and mail concern notes, report cards, transcripts to mail home to parents.	D	9%
6. Assist students in the health room, including maintaining health records, distributing medications, preparing First Aid kits and medications for field trips, assisting sick or injured students, contacting parents or 911 and completing and sending accident forms as needed. These duties may be performed in the absence of a Health Para or in collaboration with the School's Emergency Response Team.	D	7%
7. Provide assistance to students, staff, parents, coaches, and community members in school related questions and activities.	D	5%
8. Maintain files for correspondence, reports, handbooks and forms. Prepares forms and files distributing appropriate information to staff regarding students.	D	3%
9. Complete and submit transportation requests to the Transportation Department for field trips and athletics. Coordinate bus information with teachers/coaches and the Transportation Department.	D	3%
10. Collect fees from students for books, parking, athletics, testing, etc. and prepare a deposit of these fees for the school treasurer. Process transcripts and college applications for students.	D	3%
11. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized courses in computer applications.
- More than one of experience in office duties.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications (as required by position).

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Advanced English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to make decisions based on school guidelines.
- Ability to work with adolescent children.
- Knowledge of office practices.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal/Assistant Principal/Dean of Students	105/106/218

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the school by training office personnel and teachers on specific reports, entries, etc. in Infinite Campus. Assist teachers with Infinite Campus, fax and copier issues. Manage phone, bells, and PA systems, including reporting problems to IT.

SAFETY TO SELF AND OTHERS

Latex gloves for work in health room are required.
Step stool for reaching high places is required.
Wrist rest is recommended.
Foot rest is recommended.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand; walk. The employee is occasionally required to climb or balance; stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, copy, coordinate, use interpersonal skills and compile. Frequently required to compare, analyze, instruct and synthesize. Occasionally required to compute, evaluate, and negotiate.