

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Job Title: **School Support Assistant, Middle School**
 Pay Program: **Classified Staff / Office Professional**
 Reports to: **Principal**
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**
 Pay Range: **Unit D; Grade 3**
 Work Year: **10 months**
210 days

SUMMARY: Responsible for supporting the school by performing secretarial functions, including maintaining student files, records, and databases; answering phones and directing visitors; assisting students in the health clinic; answering questions and fulfilling requests; coordinating athletic events; and preparing written communications. Duties may also include processing the mail, ordering instructional and custodial supplies, performing basic financial tasks, assisting with reports, and/or preparing and securing testing materials.

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. Serve as receptionist for the building, including answering phones, greeting visitors, answering requests, and directing individuals to appropriate contact.	D	25%
2. Maintain student records through cumulative files and the IC program, including emergency cards, enrollment, withdrawals, immunization records, class lists, attendance records, athletic team records, and other student information as directed.	D	20%
3. Provide assistance to staff, students, parents, and school/community organizations as requested by the Principal. May process building use forms and assist with maintaining the school calendar and updating the school website. Maintains IC/Parent Portal information, sends letters to parents, checks parental IDs when necessary, and answers parent questions about IC. Create daily homework email that is sent to parents, or gather homework when requested by parents (handled differently at different schools). Handles free& reduced lunch applications and information.	D	20%
4. Support students by delivering phone messages from parents, lunches, reports and class work, oversee student office assistants, assign lockers, gather and file permission slips, etc.	D	7%
5. Assist counselors and/or assistant principal by preparing letters and/or reports – including coordination of translation and interpretation services, finding students when they are missing from class, open locked classrooms, retrieve student(s) from classes when needed by counselors, handle pre-arranged absences, call parents to make appointments, make copies, fax info, etc.	D	6%
6. Assist students in the health clinic, including maintaining health records, distributing medications, preparing First Aid kits and medicines for field trips, assisting sick or injured students, contacting parents or 911, and completing and sending student accident forms as needed.	D	5%
7. Maintain files for correspondence, memoranda, reports, handbooks, and forms.	D	3%
8. Process incoming and outgoing District and US mail. Process warehouse, UPS, FedEx and other deliveries.	D	2%
9. Communicate with IT for help to program teachers' and staff members' technology needs.	D	1%
10. Coordinate athletic event sign-ups; gathering forms, scheduling busses, processing appropriate paperwork for hiring coaches to be submitted to HR, preparing spreadsheets for coaches, verifying physical-exam on file, verifying payment received, acquire referees, and other associated tasks.	M	4%
11. Prepare monthly school newsletter. Print labels for mailing, organize volunteers for newsletter mailing, take newsletter to post office, and other associated tasks.	M	3%
12. Coordinate Open Enrollment functions; assist BVSD school teachers with scheduling 'transition level' visits, assist parents by answering questions and scheduling 'shadow days' for prospective students, schedule 'open house' dates, publish dates on website and in school newsletter, prepare packets for student visitors, match current students to prospective students for 'shadowing', and other tasks necessary to assure success.	M	2%

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Job Tasks Descriptions	Frequency	% of Time
13. Maintain office organization: master schedule, mailboxes, phone tree, staff schedule, and native language tutor schedules, school signage, etc.	M	1%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized courses in computer, word processing and business.
- More than one year and up to and including two years of experience in general office, customer service.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Basic math and accounting skills.
- Basic personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Intermediate 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- 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	

	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 serving as a general source for information in the middle school for staff, parents and teachers. Coordinate all building use requests at school (VMS software), assist with IC issues.

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SAFETY TO SELF AND OTHERS

Rubber gloves for work in clinic required.
Step stool for reaching high places is required.
Wrist 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; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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 and use interpersonal skills. Frequently required to copy and coordinate. Occasionally required to compare, analyze, instruct, compute, evaluate, compile and negotiate.