

**Jordan School District
CLASSIFIED JOB DESCRIPTION**

Job Title: Administrative Assistant Mentor / Trainer (S11)	Job Family: 10
Department: Accounting, Budgets, and Audits	Lane Placement: 10
Supervisor's Title: Director of Accounting, Budgets, and Audits	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8 Hours
Department Approval: <u>[Signature]</u>	Date: <u>4-20-18</u>
Business Administrator Approval: <u>[Signature]</u>	Date: <u>4/20/2018</u>
ADA Review: <u>Junele Master</u>	Date: <u>4-20-18</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>4/20/18</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>4/20/18</u>
Original date: <u>04/18</u> Revised: <u> </u> Revised: <u> </u> Revised: <u> </u>	

GENERAL FUNCTION

Under the supervision of the Director of Accounting, Budgets, and Audits, the **Administrative Assistant Mentor / Trainer** provides support and assistance primarily to school administrative assistants and secondarily to department administrative assistants. Answers questions and assists administrative assistants understand processes, software systems, Skyward, organization techniques and job duties. Collects and shares ideas throughout the District of effective and efficient practices. Acts as an administrative assistant substitute where necessary in coordination with Human Resources and the Administrators of Schools to help schools continue to function normally in the absence of the full-time administrative assistant.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide support and assistance primarily to school administrative assistants and secondarily to District department administrative assistants. Answer questions and assist administrative assistants understand processes, software systems, Skyward, organization techniques and job duties. Collect and share ideas throughout the District of effective and efficient practices.
- Act as an administrative assistant substitute where necessary in coordination with Human Resources and the Administrators of Schools to help schools continue to function normally in the absence of the full-time administrative assistant.
- Review records and work product of administrative assistants to understand where help may be needed.
- Assist the Director of Accounting, Budgets, and Audits with projects to find areas where training may be needed and assist in training and remedying concerns found. Focus is on helping administrative assistants to be successful in their positions and thus helping schools be successful in their operations.
- Complete the essential functions found in school and District administrative assistant job descriptions as he/she fills in for others.
- Use personal vehicle to travel to schools throughout the District.
- Provide training as needed to school and District administrative assistants and office assistants on District computer applications and office procedures.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.

- Assist with preparation and monitoring of extensive District budgets and, within guidelines, act as a resource for policy, study results, reports, etc. Provide administrator information regarding budget status.
- Within guidelines, act as an information source regarding policy, study results, reports, and other documents for the Board of Education, District administrators, principals, teachers, all area school administrative assistants, the business community, patrons and the general public.
- May perform one or more of the following specific office duties as assigned (e.g. prepare materials for school, community and administrative use; enter and process purchase orders; coordinate the work of assigned staff members; act as a resource to departments or schools regarding District processes; oversee supply and material ordering; maintain and file purchase orders; track fixed assets; arrange for service and repair of office equipment; answer telephones, greet visitors and answer questions from parents, students, teachers, staff, vendors, District and other officials, and the public while maintaining a pleasant and positive office environment; perform other functions normally done by school and District administrative assistants, etc.)
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Serves as a general resource and backup in the Accounting, Budgets, and Audits department as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's Degree in business or equivalent training PLUS a minimum of five (5) years previous related work experience with demonstrated competency in a variety of administrative assistant functions and data processing or an equivalent combination of education and experience.
- Requires a minimum of three (3) years of experience as a school administrative assistant in Jordan School District with knowledge of processes, software systems, Skyward, policies, etc. Experience at the high school level preferred.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Must get along well with others and enjoy helping others be successful.
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, Skyward, databases, etc.).
- Requires strong bookkeeping and accounting skills.
- Requires ability to organize and prioritize work.

- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Must demonstrate competence in reading, writing and basic math.
- Requires excellent communication and interpersonal skills.
- Supervisory experience preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines used in office setting.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*