

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Staff Assistant- Auxiliary Services Lane Placement: 3
 Department / Location: Auxiliary Services FLSA Classification: Exempt
 Supervisors Title: Administrator of Auxiliary Services Contract: 245 Days
 Original date: 04/85 Revised: 01/19 Revised: _____ Revised: _____

GENERAL FUNCTION

The **Staff Assistant – Auxiliary Services** provides staff support to the administrator in all matters pertaining to the educational programs and practices of auxiliary services. Assist in the development, implementation, and direction of programs under the supervision of the administrator.

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

ESSENTIAL FUNCTIONS

- Assist in the preparation and presentation of reports and recommendations to the Board of Education (Board) regarding the activities of auxiliary services or the departments assigned to auxiliary services and to assist in responding to the Board or administration requests as required.
- Provide leadership and direction to the operation and activities of auxiliary services and to ensure compliance with Board goals, policies and guidelines.
- Assist with the dissemination and interpretation of information to employees or media concerning the programs and activities of auxiliary services and to assist in responding to community problems and concerns.
- Provide leadership in the development and implementation of student and staff outcomes.
- Support the implementation of the Districtwide, systematic approach to public relations and communication as these are prepared and disseminated to community and District employees.
- Support the Department of Human Resources in the employment, evaluation and discipline of employees and in the interpretation of policies. Assist in creating and updating job descriptions to accurately reflect job duties. Assist with employee recruitment and retention strategies for departments reporting to auxiliary services.
- Assist in the assignment, supervision, evaluation and utilization of auxiliary services personnel. Assist in supervising auxiliary departments in the absence of the director.
- Assist in the management of appropriate budget allocations to provide fiscal accountability in auxiliary services.
- Assist with the planning and utilization of District facilities.
- Assist in development of school start and end times.
- Assist in implementing and monitoring federal and state programs and projects to ensure compliance with applicable regulations.
- Assist with the development, implementation and evaluation of short/long-range planning procedures, utilizing appropriate management systems and accountability procedures in auxiliary services.
- Assist with creating, revising and implementing practices that relate to the health and safety of students and personnel. Assist with District-wide safety, security and risk management oversight.
- Assist in the coordination of District-wide programs and activities as assigned. Assist in monitoring and assessing program effectiveness.

- Work productively with diverse groups (e.g. Board, administration, school staff, departments, patrons and governmental agencies).
- Required to travel to District schools or other locations using District or own transportation.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Ensure department records are maintained in a secure location and ensure the confidentiality of all student information.
- This position requires punctual and regular daily attendance at work.

NON-ESSENTIAL FUNCTIONS

- Seek professional growth through active participation in appropriate organizations.
- Attend District, state and other meetings and conferences as assigned by the administrator.
- Other duties as assigned.

- 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.
- Will be subject to pre-hire and random drug testing.

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 Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of five (5) years of administrative experience is required.
- Experience as a school principal preferred.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Requires the ability to establish and maintain a positive working environment.
- Ability to manage the development and implementation of appropriate programs in auxiliary services.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, administration, employees or the general public.
- Demonstrated ability to work effectively and cooperatively with individuals and groups throughout the District and with all levels of District employees, including administrative, licensed and classified personnel.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, Access, etc.
- Ability to identify and resolve problems in a professional and timely manner.

- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

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, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator 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, peripheral vision and depth perception.

- 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.*