



### **Office Asst 3 / Innovative Learning Initiative**

#### **Purpose Statement**

The job of Office Asst 3 / Innovative Learning Initiative is done for the purpose/s of providing specific technical and clerical support to assigned personnel; providing complete and accurate electronic and written records; interacting with staff members and the public as needed; and providing information as requested.

This job reports to Director of Innovative Learning Initiative

#### **Essential Functions**

Assists with production and editing of video content for the purpose of training and promotional purposes.

Assists with managing employee and student online accounts for the purpose of ensuring all employees and students can access district-supported educational technologies.

Attends work regularly to fulfill duties specific to the assignment for the purpose of for the purpose of providing quality educational experiences and continuity for students, parents, and the overall school community.

Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Compiles data (e.g. payroll, registrations, financial transactions, personnel records, etc.) for the purpose of preparing reports or processing requests.

Coordinates assigned projects and/or program components (e.g. curriculum inservice, conferences, community events, Innovative Learning Initiative administrative meetings, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Maintains a variety of manual and electronic documents files and records (e.g. payroll information, registrations, schedules, reservations, Courseware system, expense reimbursement requests, district vehicle information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Orders supplies and materials (e.g. forms, office supplies, food and beverage needs, etc.) for the purpose of ensuring items' availability for the office and events.

Performs a variety of clerical tasks (e.g. typing, filing, scheduling appointments, reconciling purchasing cards, etc.) for the purpose of ensuring an efficient and effective work unit.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Processes a variety of documents and materials (e.g. conference registration, purchase orders, invoices, travel reimbursements, time cards, etc.) for the purpose of recording information and completing transactions in a timely manner.

Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, applicants, general public, vendors, etc.) for the purpose of providing information and facilitating communication among parties and/or providing direction.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; customer service; monitoring activities; office practices; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; bookkeeping/accounting practices; and English grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (by assignment); adaptability/flexibility; dealing with frequent interruptions; multi-tasking; organizing; prioritization; reliability; and teamwork.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

Pre-employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training:**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

3/8/2022

**Salary Grade**

Lane 3