



Office of Talent

TITLE: Administrative Support Specialist-1 Campus Clerical Focus, General Education (Middle School)

DEPARTMENT: Office of Schools and Learning/Office of Communications

REPORTS TO: Principals

RECEIVES GUIDANCE FROM: Director of Communications, Director of Finance, and Senior Leadership

BASIC FUNCTION (BF1): To provide animated hospitality to all customers, guests, students, staff, and stakeholders of the Charles City Community Schools District; to be brand ambassadors and ensure that all stakeholders have an invitational experience. To provide direct administrative and project-based support to the administration and senior leadership that contributes to the effective and efficient operation of the campus. To assist clerical support as needed and manage support services in order to enhance the effectiveness of personnel, promote the overall efficiency of the campus, and maximize the educational opportunities available to each student.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of "*Regardless of who you are or what your story is, you can learn and be loved here.*"
2. Exhibits essential dispositions and ownership of the district vision of "*Creating compassionate competent problem solvers.*"
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-15):

Demonstrated Experience or Willingness to Acquire Skills

1. Leads in providing animated hospitality to all guests and customers to ensure a highly effective first/last impression; ambassadors of the school district vision/mission/values and brand
2. Provides direct administrative support to the senior leadership team
3. Leads project-based support for the senior leadership team
4. Leads in providing support for the scheduling and management of the senior leadership's appointments
5. Leads in the maintaining and supporting of the invitational environment of the first impression areas of the campus
6. Leads as the campus registrar

7. Leads in enrolling and onboarding incoming students to the campus
8. Assists with organizational management and office work as needed and necessary for the essential and effective operation of the office/campus
9. Assists with answering telephones, messages, and directing calls
10. Assists with distributing and providing needed materials and support to campus staff as needed and necessary
11. Assists in the preparation of student and faculty records
12. Assist in the copying and providing of student records as needed
13. Assist in the orderly operation of the health office as needed and necessary
14. Delegate and distribute duties as needed and necessary
15. Coordination in distributing materials and supplies

ABILITIES (A1):

This position will require physical demands that include constant sitting, manual dexterity, reaching/pushing/pulling, lifting up to 25 pounds, carrying 35 feet, working inside, and extremes in temperature/humidity. There will be frequent walking, climbing/stairs and bending/stooping. There will be occasional driving, and reaching/pushing/pulling.

KNOWLEDGE AND EDUCATION (KE1-2 and KED1-3):

Required:

1. High School Diploma or GED preferred
2. National Career Readiness Certificate (NCRC)
3. Meet requirements for trainings/screenings and professional learnings set by the district and State of Iowa
4. Meet or exceed pre-employment evaluation

Desired:

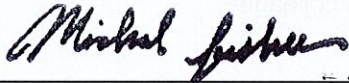
1. Advanced degrees in finance, communications, or organizational management
2. Experience in a clerical/administrative assignment
3. Experience working with children/students

POSITION INVENTORY: N/A

FLSA STATUS: Non-Exempt

FT/PT: FT 216 Day

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



* Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 02/13/2019

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein