

PIMA ACCOMMODATION DISTRICT NO. 00

POSITION: ADMINISTRATIVE SUPPORT SPECIALIST

DATE AVAILABLE: 4/12/2021

CLOSING DATE: Until Filled

FLSA STATUS: Non-Exempt

HOURLY RANGE: \$15-\$17.50 DOE

GENERAL STATEMENT OF RESPONSIBILITIES: Acts on administrative decisions and provides confidential secretarial or office support. May have additional functions specific to area of assignment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the District's needs and will be communicated to the applicant or incumbent by the supervisor.)

- Provides confidential administrative/secretarial support to supervisor and staff and may manage office activities with clerical functions and special projects. May have additional functions specific to area of assignment;
- Greets visitors, receives and distributes telephone calls, messages and mail, coordinates schedules/appointments, arranges meetings, in-services and prepares information necessary for appointments, meetings, or in-services and out of town travel arrangements;
- Liaison between Detention and Jail schools
- Orders equipment and office supplies as approved by supervisor. Maintains records of purchase orders, invoices and requisitions. Contact vendors for purchases, obtain quotes, evaluate prices and recommend selection of vendors. Acknowledges receipt of equipment and supplies received for invoice payment;
- Maintains the inventory stock levels of office and instructional supplies and performs annual equipment and supply inventory verifications;
- Assists Student Services Coordinator with special education registrations, records requests, tracking of IEP/MET and eligibility to registrar, maintains special education files; transcript requests and verification; hearing and vision screening and reporting, generate special education list and Child Find list, and other requirements to maintain compliance;
- Support Jail school with administrative duties; in-take, student enrollment, attendance roster and discrepancies, responds to requests for transcripts, evaluate and reconcile transcripts of students transferring in or out of school; filing and organizing, level reports and other duties as requested; evaluate and maintain permanent records of students including subject grades, credits earned, and test data in student management system. Maintains specialized databases, inputs and retrieves data, and produces computer reports;
- Use or learn multiple district student information systems;
- Maintains specialized databases, inputs and retrieves data, and produces computer reports as requested or needed;
- Participate in professional training opportunities offered by District;
- May perform other duties as assigned by the District Administration.

KNOWLEDGE & SKILLS:

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Knowledge of:

- Application of automated information systems;
- Business English, spelling, grammar, punctuation and composition;
- Rules, regulations, policies, and procedures, applicable within the work unit;
- Office practices, procedures, and equipment.

Skill in:

- Using or learning district student information systems;
- Communicating and working successfully with a large variety of constituents and representatives from external agencies;
- Prioritizing, multi-tasking, organizing, researching, compiling data, reporting information effectively and maintaining confidential information;
- Using automated information systems to maintain data and produce documents such as in MS Excel or Word;
- Using basic office mechanics

MINIMUM REQUIREMENTS

- Two years of experience performing secretarial or administrative tasks that demonstrate the required knowledge and skills including experience providing overall support and coordination for a school environment

PREFERRED QUALIFICATIONS

- Four years of experience performing secretarial or administrative tasks in a school or school district office setting that demonstrates the required knowledge and skills including two years of experience providing overall support and coordination for a department or specialized program in a school, school district or education-related setting;
- Knowledge of Special Education requirements;
- Knowledge of and experience in PowerSchool and IEP Pro;
- Bilingual in Spanish.

ADDITIONAL REQUIREMENTS UPON HIRE:

- Possession or ability to obtain a valid Arizona driver's license;
- Required to pass a fingerprint clearance at Pima County Juvenile Detention Center and Pima County Adult Detention Center.

TO APPLY: Complete the Classified Position Application located at <http://www.schools.pima.gov/careers> and submit with requested documents by mail to 200 N. Stone, Tucson, AZ 85701, email to HR-Schools@pima.gov or by fax to (520) 770-4209.

For questions about the position, please contact Shelly Duran at Shelly.Duran@CapeTucson.com. For general questions about district benefits email HR-Schools@pima.gov.