

ASH FORK JOINT UNIFIED SCHOOL DISTRICT NO. 31

Of Yavapai and Coconino Counties

Established 1883

Governing Board

Scott Hamilton
Jessica Cauthen
Robert Farrell
Barry Sharp
Barbara Stump

Superintendent

David Perey

Title: District Data Manager/Admin. Assistant

REPORTS TO: Superintendent

FLSA Status: Exempt

EXPECTATION FOR ALL EMPLOYEES:

Supports the organizations mission, vision and values by exhibiting the following behaviors: excellence and competence, teamwork, innovation, respect, commitment to our community, accountability and ownership.

POSITION SUMMARY:

This position provides administrative and secretarial support for the district and the school. In addition to answering the phone, typing and filing will perform duties such as record keeping, attendance accounting, schedule appointments and submission of all AzED reports, progress and report cards, transcripts, communicating with parents regarding attendance, academic reports, discipline, or upcoming events.

PRIMARY DUTIES & RESPONSIBILITIES:

The **District Data Coordinator** manages all aspects of district enrollment, attendance/SAIS reporting, Power School use and support, and processing of other data necessary for instructional, grant reporting, and ADE reporting purposes.

- Manages all aspects of district enrollment and attendance: SAIS enrollment reporting and compliance and attendance monitoring on behalf of the district and for both schools in the district.
- Manages Power School Program and data to be entered and distributed through Power School. This role includes expansion of scope of Power School use within the schools and district.
- Offers staff development training: effective use of Power School for student grades management, effective attendance reporting, data reporting as required for management of grants, and other applications of Power School as they are implemented.
- Provides student data support: assists administrators with dis-aggregation of student assessment data; disseminates student data, as appropriate, into Power School for instructional applications;
- Supports district and school communication support through Power School.
- Stays current with Power School, SAIS requirements, district focus, and continues training in other areas necessary for providing data support to schools, staff, and for students.
- Assists administration with test coordination activities.
- Works closely with the full administrative/leadership team, including: superintendent, special services director, technology director, athletic director, etc.

Administrative Assistant:

- Responsible for maintaining district calendar, including the establishment of all appointments and conferences.
 - Compiling necessary information and data for research and/or reports.
 - Receiving and routing all communications
 - Establishing, through goal setting and time management, a clear-cut sense of direction/purpose in daily work activities.
 - Being prompt and thorough in completing assignments and attending to details accurately and efficiently.
 - Maintaining a regular and electronic filing system, as well as processing incoming correspondence and instructed.
 - Placing and receiving telephone calls, emails, and other communications, as well as recording messages.
 - Welcoming visitors and arranging for their comfort and needs.
 - Scheduling substitutes for certified and paraprofessionals.

Public Relations:

- Responsible for the preparation, production and distribution of informational publications.
 - Cooperating with district personnel to assure positive communication between employees.
 - Practicing positive public relations in all work transactions.
 - Performing other duties consistent with this position when assigned by the Superintendent.

QUALIFICATIONS, EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Associates of Arts or equivalent with post-secondary business secretarial skills training or equivalent work experience.
- Previous successful experience in a secretarial position, preferably within a school district or educational organization.
- Demonstrated typing/word processing skills: minimum of 65 w.p.m.
- Demonstrated transcription skills: oral/mechanical, minimum of 100 w.p.m.
- Must complete clerical testing
- Demonstrated ability to communicate effectively both orally and written.
- Demonstrated knowledge of office practices and procedures.
- Physical Effort Repetitive motion and eye strain through extensive utilization of computer hardware and software. May require lifting materials and supplies weighing up to 25 pounds.

ADA COMPLIANCE

In compliance with the Americans with disabilities Act, Ash Fork School District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer

TERM OF EMPLOYMENT

Length of work year and hours of employment shall be those established by the District.

COMPENSATION:

In accordance with the Board approved salary and benefits.

Salary: Professional Staff Salary Schedule, DOE

EVALUATION:

Job performance will be evaluated annually by the Superintendent.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

I affirm that I have read and understand the job description as it applies to my position.

Signature

Date