

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II / SCHOOL CHOICE

SALARY SCHEDULE: SSP6

COST CENTER: Office of School Choice, Integrated Instructional Services

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience.
- (3) Receive a minimum score of 80 on the Microsoft Word test.
- (4) Demonstrate proficiency in secretarial skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO:

District Administrator

JOB GOAL

To provide administrative assistance to support the district's Controlled Open School Choice program, student re-assignment, home school, virtual school and other non-traditional school choice programs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as the department liaison between the parents, the schools and the FLDOE regarding School Choice, Home School, McKay and state-required parental school choice options.
- * (2) Assist parents with registration requirements for non-traditional school enrollment.
- * (3) Verify attendance boundaries, student addresses, enrollment, and other student registration related documentation.
- * (4) Prepare and process applications for the district's School Choice Open Enrollment period.
- * (5) Coordinate with outside provider and assist with the lottery process and transmittal of relevant data for open choice and student admissions.
- * (6) Coordinate activities for the Student Reassignment Committee, including the processing of requests, summarizing documentation, scheduling the committee and disseminating committee recommendations.
- * (7) Work with Charlotte and Manatee counties to process out of county reassignment requests.
- * (8) Coordinate with student services regarding student custody matters to verify guardianship.
- * (9) Assist with the Foreign Exchange program.
- * (10) Process documentation to enter, monitor and verify McKay Scholarship participants.
- * (11) Understand and adhere to state requirements for maintain the confidentiality and privacy of students records

- * (12) Enter school choice data onto student database and maintain student assignment records.
- * (13) Maintain the district's School Choice web page.
- * (14) Process communications, including telephone calls, Faxes, e-mail and postal mail.
- * (15) Maintain positive relationships and communicate effectively with public, students, parents, coworkers, school- and district-based administrators, service providers and state representatives.
- * (16) Respond to inquiries and concerns in a timely manner.
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Model and maintain high ethical standards.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Maintain confidentiality regarding student records and school matters.
- * (23) Participate in workshops and training sessions as required.
- * (24) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- * (25) Perform data entry as necessary or assigned.
- * (26) Prepare all required reports and maintain all appropriate records.
- * (27) Follow all School Board policies, rules and regulations.
- * (28) Exhibit the interpersonal skills necessary as an effective team member.
- * (29) Demonstrate support for the School District and its goals and priorities.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities