

**Support Associate VI Pre-K
New Hanover County Schools**

Job Description

Class: Classified

Dept: Instruction and Academic Accountability

TITLE: Support Associate VI

QUALIFICATIONS:

1. High School degree required, Associate's degree preferred.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties including data entry.
3. Strong computer and communication skills.

REPORTS TO: Director of Early Childhood Education

JOB GOAL: Assists with a variety of support services to ensure the efficient and effective functioning of Pre-K Education.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to Pre-K issues.
2. Assist with the preparation and maintenance of a wide variety of fiscal information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
3. Review and process accounts and accounts payable. Enter purchase orders, verify account codes, query system to generate accounting reports verifying and validating financial data. Communicate data to appropriate personnel.
4. Perform record keeping for the purpose of ensuring compliance with financial, legal, state or federal requirements.
5. Maintain appropriate backups and system security for software programs.
6. Develop and prepare customized reports utilizing database design techniques.
7. Assist with the creation of interface procedures and automated processes between various database structures.

8. Use query or business intelligence tools to create ad hoc queries and reports.
9. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; researches content items for correctness of presentation and applicability.
10. Screen and route materials according to content of communications; routing duties require detailed knowledge of organizational operations and status of work.
11. Maintain strict confidentiality for all personnel matters.
12. Perform other duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate operating knowledge and experience with computers and all aspects of the Microsoft Office Professional software programs.
- Demonstrate operating knowledge and experience with typical office equipment including fax machines, copiers and scanners.
- Considerable knowledge of data management.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy; strong organizational skills.
- Ability to communicate, interact and work effectively and cooperatively with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to type accurately at a high rate of speed for prolonged periods of time.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.