

**Support Associate V -Safety
New Hanover County Schools**

Job Description

Class: Classified

Dept: Student Support Services

TITLE: Support Associate V

QUALIFICATIONS:

1. High School degree required.
2. Three to five years experience in an office environment with responsibility for a variety of duties. Prefer experience in a school system.
3. Effective computer and communication skills.

REPORTS TO: Director of Safety/Hearing Board Officer

JOB GOAL: To assist the Director of Safety/Hearing Board Officer with all aspects of the Safety Department for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support issues.
2. Maintain strict confidentiality for all personnel matters and student records maintained in the department.
3. Serve as the Judicial Attendance Council Recorder for each attendance hearing, document action plans that are shared with the school and parents for implementation and follow up.
4. Act as point of contact for the general safety concerns of the Safety Department.
5. Maintain supervisor's calendar, arrange travel schedule, make appointments and handle telephone inquiries. Maintain the district's calendar, scheduling the meeting rooms by request for meetings and activities.
6. Compose responses to incoming correspondence and compose letters and memorandums for the supervisor's review.
7. Maintain accurate data on employee work related injuries and illnesses in the work place for all schools and departments. Submit to N.C. Department of Labor an Occupational Injury/Illness survey and Occupational Health & Safety report annually of all recordable work place injuries.

8. Review and ensure the accuracy of outgoing correspondence, records and/or reports of procedural or program activities.
9. Maintain accurate accounting of all checks/cash collected for providing copies of student records; maintain a deposit log of all monies deposited for student records.
10. Perform other duties and responsibilities as requested by the Director of Safety/Hearing Board Officer.

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 64

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:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, the public, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Strong organizational skills, ability to compile and summarize information.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.