



9. Serve as back-up for the Enrollment Specialist and assist with the enrollment process.
10. Provide information to a wide variety of groups including families, teachers, school administrators, central office staff and outside agencies.
11. Screen and route materials according to content of communications; routing duties require detailed knowledge of organizational operations and status of work.
12. Arrange supervisor's travel schedule; assist with planning meetings and trainings.
13. Perform other duties and responsibilities as requested by the Director of Student Support Services.

*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:**

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Ability to communicate clearly and concisely, both orally and in writing, with school personnel, parents and central office staff while complying with the confidentiality requirements of local, state and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- 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.