KyreneSchoolDistrict

Administrative Support Technician (Professional Development/Athletics)

The Administrative Support Technician (Professional Development/Athletics) is responsible for support of the management of professional growth and athletics opportunities across the district as well as supporting Teaching and Learning activities.

Chain of Command

The Administrative Support Technician (Professional Development/Athletics) works under the direction of and reports to the Director of Professional Growth & Development.

Competencies of the Administrative Support Technician (Professional Development/Athletics)

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong Customer Service Skills
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, Google and other systems
- Flexible team player who is time and task-oriented
- Ability to work under pressure to meet timelines and handling multiple and changing priorities

Essential Duties of the Administrative Support Technician (Professional Development/Athletics)

- Under direction of the Director of Professional Growth & Development, support with department and program operations including but not limited to; answering phones, data entry, reconciling attendance, maintaining webpages, running reports, sending reminders, preparing materials for classes or other events, creating schedules, making reservations for rooms and other facilities, requesting quotes from vendors, entering requisitions, tracking and entering hours, and tracking invoices for payment.
- Supporting Teaching and Learning activities including inventory, book distribution, mailings, and managing books.
- Collaborating with district departments
- Supporting others on use of Management System and In Touch System.
- Maintaining professional development and athletics records

Minimum Qualifications

High School Diploma or GED and two to four years of office experience including one year of assigned specialized experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ IVP Fingerprint Clearance Card

Date Revised

4.1.22