

CLASSIFIED JOB DESCRIPTION

CLASSIFIED SUPPORT STAFF SPECIALIST (ELOP)

JOB SUMMARY:

Under the supervision of the Coordinator of Expanded Learning Opportunities Program (ELOP), the classified support staff manages and performs support activities for the ELO-Program.

ESSENTIAL JOB FUNCTIONS:

- Communication: Maintain clear and open communication with parents, guardians, school staff, and colleagues to ensure a collaborative and cohesive approach to student development.
- Resource Management: Manage program resources, including materials, supplies, and equipment, ensuring they are used effectively and appropriately.
- Health and Nutrition: Oversee snack and meal times, ensuring students receive nourishing options and promoting healthy eating habits.
- Health Clerk: Perform routine first aid and emergency treatment for ill and injured students consistent with District processes and procedures.
- Emergency Procedures: Be knowledgeable about and capable of executing emergency procedures, including first aid and evacuation protocols.
- Documentation: Maintain accurate records of attendance, student progress, incident reports, and other relevant documentation.
- Processes information and records, i.e., student, budget, and projections of student enrollment.
- Coordinates operation of office.
- Organizes/maintains files and records.
- Performs clerical functions.
- Translates communications, i.e., bulletins, fliers, messages and phone calls.
- Reports accidents, school crimes, workers' compensation forms, vandalism, suspensions and bus reports.
- Monitors student discipline, childcare and parent volunteers.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Minimum Qualifications:

- Evidence of successful full-time clerical experience involving typing and taking dictation.
- Ability to perform a variety of clerical work of moderate difficulty and complexity; spell correctly and use good English in performing a variety of clerical work; make arithmetical calculations with speed and accuracy; understand and follow oral and written directions; work cooperatively with those contacted in the course of work; type at a speed of 55 net words per minute; be able to transcribe dictation from transcription equipment; ability to work with MAC or DOS applications.
- Knowledge of modern office practices and procedures including the preparation of various forms of correspondence, filing, etc.; standard office machines including duplicating equipment and computers to include word processing, data bases and spreadsheets; correct English usage, spelling and punctuation; may include knowledge of correct usage, spelling and punctuation of a foreign language; CPR and First Aid.
- High school diploma or GED required. Preferably including or supplemented by courses in typing, office practices and dictation. Evidence of instruction in First Aid and CPR. Current CPR and First Aid card(s) required.

Knowledge, Skills, and Abilities:

- Strong communication skills and the ability to connect with children, parents, and colleagues effectively.
- Patience, empathy, and a genuine passion for working with and nurturing children's growth.
- Basic understanding of behavior management techniques and conflict resolution strategies.
- CPR and First Aid certification (or willingness to obtain upon hire).
- Strong organizational skills and the ability to manage time and resources effectively.
- Flexibility to adapt to changing circumstances and needs within the program.
- A positive attitude, teamwork mindset, and a commitment to providing a safe and enriching environment for children.
- Successful completion of a background check and fingerprinting process in compliance with local regulations and program policies.