

WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

SUPPLEMENTAL SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of a designated administrator, performs a variety of technical and clerical duties in the areas of categorical programs, student discipline and student attendance.

ESSENTIAL DUTIES:

Provides technical assistance in the areas of categorical programs, after school programs, data and grants.

Provides technical assistance with data gathering, statistical analysis and data related to student testing/evaluation.

Compiles data and executes complex queries and reports using a variety of complex programs.

Performs complex secretarial and clerical duties to relieve the supervisor and or department head of administrative clerical details.

Responds to inquiries in person and by telephone, including other district personnel, parents, students, and the public; provides information or directs to appropriate personnel; provides technical information concerning policies and procedures in accordance with established procedures or guidelines.

Access and input information via the District's computerized records data management system.

Types a variety of items including inter-office communications, forms, letters, special reports or projects, and other materials.

Maintains a variety of complex records, logs, budgets, lists, statistical information and files including materials of a confidential nature.

Completes state and federal reports, and applications pertaining to grant programs.

Checks records for accuracy and proofreads reports, documents, and other data.

Attends appropriate meetings, trainings and conferences.

OTHER REPRESENTATIVE DUTIES:

Provides secretarial and clerical assistance as necessary or directed.
Receives, sorts, and distributes incoming mail.

Performs other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to a district-level supervisor or administrator.

Internal Contacts: Frequent contact with administrative personnel, other secretarial and clerical personnel, and other district employees.

External Contacts: Occasional contact with personnel of other school districts, employees of the County Office of Education and Department of Social Services, as well as those of federal, state, and local agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department organization, operations, procedures, policies, and objectives.

Current up-to-date office practices, procedures, and equipment.

Customer service and etiquette.

Statistical and financial record-keeping techniques.

Proper grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Office equipment, including related software and applications.

A variety of complex software programs and their use.

Report preparation techniques, special projects, correspondence, and other communications.

Methods used in compiling complex statistical and financial record-keeping reports.

ABILITY TO:

Write queries and organize diverse data.

Prepare complex reports, using appropriate software programs.

Read, comprehend and apply provisions of federal, state and district regulations.

Maintain confidentiality and utilize discretion in all communications.

Perform work independently with little direction.

Keyboard at 45 words per minute from clear copy.

Establish and maintain effective working relationships with others.

Read, interpret, and follow rules, regulations, policies, and procedures.

Operate office equipment, including related software and applications.

Make arrangements for meetings, workshops, and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Effectively manage time to meet deadlines, balance multiple projects and prioritize tasks.

Communicate effectively both orally and in writing.

Complete work regardless of interruptions.

Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.

Designs graphs/charts to support evaluation findings.

Plan, organize, and coordinate office activities in order to relieve the supervisor or administrator of administrative/clerical details.

EDUCATION AND EXPERIENCE:

- (1) Education: Graduation from high school (or equivalent) Courses in typing, office practices and procedures is desirable.
- (2) Experience: Two (2) years of recent increasingly responsible office/clerical support staff duties including experience with networked personal computers using relational databases.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, or use hands for fine motor tasks.
- Prolonged standing and/or sitting.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Occasionally lift and/or move objects weighing up to 40 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED BY: Classified Personnel Department

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APPROVED BY: Board of Trustees

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APPROVED BY: Personnel Commission

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