LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Department Office Professional – Assessment and Student Learning

REPORTS TO: Executive Director of Assessment and Student Learning

DIRECTS:

SUMMARY: Under the direction of the Executive Director of Assessment and Student Learning the employee works independently in the performance of all functions necessary to maintain an efficient and organized department in a professional and confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Keep Executive Director informed of significant and important items requiring review or action.
- Assist in coordination of State Assessment tests, maintaining inventory, ordering, processing, distributing, and collecting secure state mandated tests.
- Maintain communication with district administrators and building coordinators regarding planning and implementation of State assessments.
- Communicate with and provide resources to McKinney-Vento families, staff, and community.
- Assist with telephone and email support – provide district-wide problem solving assistance in the daily use of the Student Information System (Skyward).
- Assist with support and maintain applications in the Student Information System, Attendance, Discipline, Health, Grading, Scheduling and other areas as assigned.
- Ensure student data within the Student Information System is accurate, conforms to District standards, and is accessible. Communicate and educate building staff when data is not correct.
- Assist with support and maintenance of other supplementary district data systems as assigned.
- Assist with monitoring and troubleshooting of CEDARS data collections submitted to OSPI.
- Prepares and submits the monthly P223, reporting of school district enrollment.
- Assist with state and federal reporting of school district data.
- Maintain Choice district transfer agreements and documents between LSSD and outside districts
- Process all in district transfer applications
- Continuously update professional knowledge of new and innovative technology applications to better support district personnel.
- Attend workshops and conferences as needed.
- Maintain calendars and schedules for Directors
- Receive and respond to voice mails, screen calls, set up calls
- Maintain assessment budget, purchase orders, order supplies, etc.
- Set up and maintain an accurate filing system
- Perform other projects and duties as may be deemed necessary for the efficient operation of the department.
- Know and follow district policies and procedures.
- Work with other district personnel as required in the performance of duties and organizational needs.
- Remain flexible and team-oriented.
- Promote and practice professional growth and development.

QUALIFICATION REQUIREMENTS*:*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Formal education in modern business office practices
3. Three years secretarial or related office experience, preferably in an educational setting. Additional related experience may substitute for formal education as deemed appropriate

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Two or more years of experience supporting users of a relational database highly desired.
- Thorough knowledge of and practical experience with computers, web technology and a wide range of software applications including: spreadsheets (MS Excel), word processing (MS Word), presentations (MS Power Point), and Internet browsers (Chrome, Firefox and Internet Explorer).
- Demonstrated knowledge of and experience with school management software and business practices in the district/schools. Skyward School Management System 2.0 is desirable.
- Help Desk, CTT or other Customer Support or training certification highly desired.
- Demonstrated strong communication and human relation skills:
    - Exhibited good listening and comprehension skills.
    - Ability to select and use appropriate communication methods including communicating with individuals who are often frustrated or stressed.
    - Ability to effectively express ideas and thoughts verbally and in written form to all levels of the organization and the public.
- Demonstrated ability to work effectively with people and as a member of a team.
- Demonstrated ability to collaborate with departments and individuals.
- Demonstrated ability to effectively manage multiple tasks with competing priorities
- Ability to maintain flexible work hours to respond to immediate and unforeseen situations.
- Organizational and project management skills
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to independently prioritize and process work flow
- Ability to work under pressure with constant interruptions, and meet deadlines
- Ability to handle confidential matters professionally
- Demonstrated abilities in self-direction and sound judgment
- Ability to maintain a positive attitude towards staff, students, parents, and community members

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Work is performed in an office setting, typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Executive Director for Assessment and Student Learning
- District faculty and staff

TERMS OF EMPLOYMENT:

Work Hours/Days: 8 hours per day / 260 days per fiscal year.
Salary: Per PSE Office Professional CBA -- Group IV
Benefits: Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Executive Director of Assessment and Student Learning

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.