

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Department Professional - Before & After School Care **DEPARTMENT:** Before and After School Care

REPORTS TO: Director of Before and After School Care

POSITION SUMMARY: Provides secretarial support to an individual or Department; ensuring compliance of Department records with financial, legal and administrative requirements; monitoring assigned projects and/or program components; and providing a positive impact on the educational objective of the district.

ESSENTIAL FUNCTIONS:

- Arranges payment schedules with parents for the purpose of ensuring monies are received as agreed upon.
- Compiles data from a variety of sources (e.g. wait list for potential families, information for invoicing, payments from families, requests, end of the month reports, audit payroll, registration etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Informs families and/or sites regarding a variety of billing/collection procedures and program requirements (e.g. enrollment procedures, invoicing, returned checks, late payment notices, etc.) for the purpose of providing necessary information for completing transactions, handling confidential records, taking appropriate action and/or complying with established fiscal guidelines.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, phone calls, reports for department, etc.) for the purpose of supporting program operations.
- Prepares a wide variety of written materials (e.g. reports, memos, letters, registration, attendance, payments, bank deposits, purchase orders, changes in enrollments, year-end statements, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of fiscal information, files, documents, records, and materials (e.g. enrollment forms, account balances, spreadsheet, bank deposits, site records, time sheets, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance and disseminating information to appropriate parties for action.
- Reconciles cash and/or account balances for the purpose of maintaining accurate balances and complying with accounting practices.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, public agencies, etc.) for the purpose of providing information and direction and facilitating communication among parties.
- Supports assigned administrator of the Before and After School Care Program for the purpose of providing assistance with administrative functions.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles, concepts of grammar and punctuation, and software applications (i.e. Word, Excel, E-Term system specifically accounts receivable, EZ Care, etc.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data

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utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date