

## RIPON AREA SCHOOL DISTRICT

### Job Description

Department: Office of the Superintendent

Job Title: Business Services Specialist

Qualifications: Education Level: Minimum of Associates Degree in Business, Communications or related field.

Experience: Minimum of five years combined experience in business , marketing or related field. Proficient use of current technologies including but not limited to advanced knowledge of MS Office Suite applications including MS Word, Excel, PowerPoint, Photoshop, Adobe InDesign, database management etc. Excellent communications skills, written and verbal, and knowledge of various media.

Other requirements: Ability to coordinate internal and external marketing materials. Able to prioritize and communicate well and demonstrate the ability to interact with all levels within the School District. Must have strong organizational, interpersonal, and communication skills. Must be able to work independently as well as within a team.

Experience with scheduling, calendar maintenance, customer relations preferred. Must have knowledge of technical work processes and local, state and federal requirements applicable to areas of assigned responsibility

Reports to: Superintendent of Schools directly; Business Manager indirectly

Job Goals: Provides complex and confidential administrative support to the Superintendent and Business Manager and their direct reports. Serves as the central source of information for Ripon Area School District.

#### Essential Job Functions/Responsibilities:

1. Processes new students and communicates with district staff. Maintains enrollment systems and assists families with enrollment including Open Enrollment, Alternative Open Enrollment and Homeschooling
2. Monitors data for state reporting (Snapshots, Third Friday Count, Second Friday Count)
3. Receptionist for the administrative building. Responds with a polite and friendly demeanor to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
4. Maintains lunch accounts and monitors balances

5. Communicates a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
6. Processes Free/Reduced Lunch applications, completes direct certification, verification, and monthly reports associated with claims
7. Receives, processes, and coordinates background check system
8. Assists with employment recruitment through job postings and assists with aspects of new hires
9. Coordinates reservation system for school vehicle fleet
10. Prepares and sends out the weekly staff communication
11. Must be able to multi-task and handle multiple projects under tight deadlines
12. Receives and delivers inter-office communications, prepares parcels for mailing and receives and distributes mail and materials
13. Maintains confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place and supervisor to discuss problems
14. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
15. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service
16. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District
17. Performs other duties as assigned

Terms of Employment:            The term of employment for the Business Services Specialist shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation:                        Following successful probation, evaluation shall recur once every twelve (12) months in accordance with provisions of the Board of Education policy on support staff personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PHYSICAL DEMAND ADDENDUM**  
**Business Services Specialist Job Description**

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy setting. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladder to reach heights that are ceiling high and use standard file cabinet in order to maintain records.

Work Environment: Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date