

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Administrative Assistant

Job Title: Pupil Services & Mental Health Grant Coordinator Assistant

Education Level: Minimum of high school diploma

Reports to: Director of Pupil Services

Job Goal: Provides the Director of Pupil Services with clerical assistance necessary to manage and operate the instructions and business functions of the department.

Essential Job Functions/Responsibilities:

1. Use a variety of technology to generate letters, student records, reports, charts, memos, monthly statements, etc.
2. Prepare and maintain an inventory of records in a central storage area and ensure that all record management procedures of the department meet all legal requirements.
3. Maintain inventories, replenish student needs supplies, and checks in all materials ordered on the department budgets.
4. Maintain a regular filing system, as well as a set of locked confidential files and processes incoming correspondence, as instructed.
5. Receive and deliver inter-office communications, prepares parcels for mailing and receives and distributes mail and materials.
6. Operate multi-positioned telephone to relay incoming, outgoing and interoffice calls and answer questions of callers according to school policy.
7. Possess a professional, polite and friendly demeanor whether on the telephone, using email, or interacting face-to-face.
8. Use proper and appropriate grammar in various modes of communication.
9. Proficient with technology; able to utilize computer software to create accurate, attractive and age-appropriate newsletters from the department.
10. Update the department web page.
11. Receive, route, and issue timely information and work orders for the department.
12. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and supervisor to discuss problems.
13. Punctual with arrival, breaks and departure.
14. Perform those duties and tasks as may be appropriate for the smooth and efficient operation of the department as directed by the Director of Pupil Services.

Other:

1. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.

2. Perform other duties as assigned.
3. Serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Specific Responsibilities:

- Format & distribute monthly department newsletters
- Assist with Homelessness Liaison responsibilities
 - Communicate with building counselors as to what students qualify as homeless
 - Fill out necessary DPI paperwork and enter information for reporting in IC
 - Follow up with services given
 - Information dissemination
- Assist with Foster Care Liaison responsibilities
- Board Highlights
- Review BOE Memos
- Oversee department and grant budgets/ spending
 - Process requisitions, order supplies, record
 - Organize order process to ensure packing slips are received
- Manage nursing staff timesheets
- Provide support with necessary department-specific handbook/ procedure/ policy updates
- Research and carry out enhancements for department webpage
- Partake in relevant trainings and professional development opportunities
- Schedule events, speakers, and other department happenings
- Maintain and monitors outside therapists Google Calendar for conflicts
 - Assists in the scheduling of time and space for outside therapists
- Maintain and monitors Pupil Services Team shared calendar
 - Adding pertinent dates
 - Sending important reminders, as needed
- Send district-wide department information via IC blast
- Assist in the planning and coordination of student service happenings (ex: bullying awareness week, coat drive, holiday support for families, etc.)
- Maintain tracking document and required paperwork for students being seen by outside therapists in the school buildings
- Create and oversee a request process for families in need (ex: gas cards, grocery cards, clothing, etc.)
 - Maintains tracking record of all District support provided
- Annually review Pupil Services staff licenses and promotion cycles
- Assemble a Pupil Services “Year-at-a-Glance” K-12 snapshot document to be presented to the BOE
- Assist with data-collection for the BOE data dashboards
- Help create and organize a Comprehensive Crisis Response/ Emergency Operations Manual
- Help create and organize Student Behavioral Health files
- Schedule & coordinate logistics of Pupil Services staff professional development

- Compile information needed to do a K-12 SEL Competency Alignment (with indicators & interactions for each grade level)
- Assist with the paperwork and clerical support required to build a comprehensive EMLSS, including internal and external referral pathways
- Update outdated department-specific handouts, informational guides, and paperwork
- Update or work with the required individuals to make updates to relevant items in IC (ex: attendance codes, behavior codes, alert flags, etc.)
- Assist in the coordination of student-centered programming
- Support efforts related to SEL and equity gap-analysis/ audit, as well as the District-wide SEL/ Mental Health screener
- Help further various department data-collection efforts
- Coordinate the onboarding efforts for new pupil services staff members
- Improve record-keeping and dissemination of confidential lists, district-wide (permissions, no-trespassing/ parent watch, legal information, etc.)
- Maintain student 504 Plans records, and cross reference quarterly with ADAPT
- Monitor the ongoing use of the RMS Student Calming Space and collect data for feedback on student needs and accessibility to mental health services
- Help coordinate a department needs assessment to determine priorities and next steps

Equipment Used:

Computers
 Copy Machine
 Printer
 Fax Machine/Scanner
 Telephone
 Paper Cutter
 Voicemail
 Calculator

PHYSICAL DEMAND ADDENDUM

Administrative Assistant

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