

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

ADMINISTRATIVE/BUSINESS SUPPORT COORDINATOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administrative/Business Support	B/2/3	Non-exempt

CLASS SUMMARY:

The Administrative/Business Support Coordinator is the fourth level of a four level series. Incumbents either conduct primary administrative support for the Superintendent staff or serve as the designated business operations coordinator within a business support function if such a need is identified by the District.

Incumbents are responsible for performing highly confidential and administrative support activities which have District-wide impact requiring independent operational decision making. Duties include composing confidential correspondence; maintaining confidential files; assisting in preparing presentations; assisting in the preparation of Board Agenda items; independently resolving concerns and complaints; maintaining supervisor's calendar; coordinating activities and special projects related to the functions assigned to the Superintendent; providing information regarding the interpretation of policies, procedures, and regulations; and, performing and taking on special assignments and projects. If assigned as a designated business operations coordinator, duties may include oversight of a business function and serving as a lead worker or supervisor.

Incumbents may act as lead worker for other administrative/business support staff making work assignments and determining completion of work.

The Administrative/Business Support Coordinator is distinguished from the Administrative/Business Support Specialist in that the Administrative/business Support Coordinator provides confidential administrative support to the Superintendent executive staff and/or serves as the designated business operations coordinator within a business function if such a need is identified by the District.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
<p>Provides administrative/business support to the area of assignment such as:</p> <ul style="list-style-type: none"> • Providing assistance and support to Assistant Superintendents, Directors, Principals, administrative teams and support staff including composing confidential correspondence, emails, letters; handling phone calls, maintaining District and executive calendars, meeting schedules, minutes and set-up; preparing incoming and outgoing mail; processing database information; assisting in preparation of budgets; • Coordinating activities and special projects related to the functions assigned to the Superintendency including preparing executive administrator contracts; assisting executive director with Meet and Confer process; serving as a liaison with other departments, outside organizations, and school sites; assisting in the preparation of Board Agenda items; and, providing assistance and materials for meetings and projects related to the work of the Superintendency; and • Evaluating office or business function productivity including oversight of daily operations. 	<p>Daily 65%</p>	<p>B/2</p>
<p>Provides information regarding the interpretation of policies, procedures, and regulations to peers, parents, teachers, school administrators, Superintendency, and support staff; provides information regarding registration and withdrawal, student discipline, truancy, athletics, and transportation to district administrators and support staff.</p>	<p>Daily 10%</p>	<p>B2</p>
<p>Coordinates general liability, property, casualty insurance claims, reports, and paperwork; monitors claims; and, prepares correspondence, reports, and other paperwork necessary to other parties involved.</p>	<p>Daily 5%</p>	<p>B2</p>



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<p>May act as lead worker, making work assignments and determining completion of work and/or facilitates monthly meetings with administrative/business operations staff.</p>	<p>Daily 5%</p>	<p>B2</p>
<p>Maintains school district policy manual currency with State and Federal legislation; serves as liaison with District and schools in the coordination and updating of student handbooks; makes revisions and maintains update procedures and policy records, meet & confer documents, liability and trust documentation; prepares documents for Governing Board approval, creates web pages for District homepage.</p>	<p>Weekly 5%</p>	<p>B2</p>
<p>Performs other duties of a similar nature and level as assigned.</p>	<p>As Required</p>	

Training And Experience:

High School Diploma or GED and three years of progressively responsible administrative and/or business support experience related to the area of assignment, or Associate's Degree or two-year technical certificate in a related field are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Office principles, practices and procedures; and
- Subject matter process and methodology related to area of assignment.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service;
- Organization, project and staff leadership;
- Problem solving and decision making;
- Records management and data entry;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to hazardous materials, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, travel, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.2008

