

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Administrative Coordinator

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Administrative/Clerical	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: 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; preparing Board Agenda items; independently resolving concerns and complaints; maintaining supervisor's calendar; coordinating activities and special projects related to the functions assigned to the Assistant Superintendents or the Superintendent; providing information regarding the interpretation of policies, procedures, and regulations; and, performing and taking on special assignments and projects.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Administrative Coordinator is the fourth level in a four level office support series. The Administrative Coordinator is distinguished from the Administrative Support Specialist in that the Administrative Coordinator is responsible for handling confidential and administrative support duties for the Superintendent or the Superintendent Executive Staff and requires independent operational decision making regarding District-wide policies and procedures.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Provides assistance and support to assistant superintendent, directors, principals, administrative teams, and support staff to include composing confidential correspondence, e-mails, letters, phone calls, coordinating and scheduling meetings, processing and preparing all incoming and outgoing mail, and room setup.	Daily	B2
2.	Assists executive directors in preparing annual budget to include monitoring expenditures, creating monthly reports, and handling record-keeping tasks.	Daily	B2

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3.	Evaluates office production and manages task assignments to include overseeing the day-to-day operations to ensure accurate, timely, and courteous customer service; making recommendations to improve efficiency of work flow; assigning tasks or special projects; scheduling office staff hours; and, providing input to the executive directors for the evaluation of office staff.	Daily	B2
4.	Answers phones, greets visitors, resolves concerns and complaints, and provides assistance to public to include answering parents' questions and hearing their concerns.	Daily	A1
5.	Performs administrative assistant duties by coordinating activities and special projects related to the functions assigned to the Assistant Superintendents or the Superintendent to include preparing executive administrator contracts; assisting executive director with Meet and Confer process; processing certificated professional growth; serving as a liaison with other departments, outside organizations, and school sites; preparing Board Agenda items; and, providing assistance and materials for meetings and projects.	Daily	B2
6.	Provides information regarding the interpretation of policies, procedures, and regulations to peers parents, teachers, school administrators, and support staff; provides information regarding registration and withdrawal, student discipline, truancy, athletics, and transportation to district administrators and support staff.	Daily	B2
7.	Coordinates general liability, property, casualty insurance claims, reports, and paperwork; monitors claims; and, prepares correspondence, reports, and other paperwork necessary to other parties involved.	Daily	B2

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8.	Maintains supervisor’s calendar by scheduling appointments and making arrangements as required.	Daily	A1
9.	Processes paperwork various District forms to include compiling and inputting into databases and creating and maintaining filing system.	Daily	A1
10.	Maintains school district policy manual by keeping current with State and Federal legislation, making revisions, drafting new policy, updating regulations, preparing for Governing Board approval, and creating web pages for Kyrene’s homepage.	Weekly	A1
11.	Calculates staffing for elementary special area teachers such as Art, Music, Physical Education.	Monthly	A1
12.	Facilitates monthly meetings with school secretaries.	Monthly	B2
13.	Attends meetings, keeps full and accurate minutes, and sends copies of minutes to Board members and staff.	Bi-monthly	A1
14.	Coordinates annual renewal of National School Lunch/Breakfast program; determines free and reduced-price school meal verification.	Annually	B2
15.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- District policies and procedures;
- Accounting and basic mathematics;
- Office management;
- Insurance plan designs and procedures related to administration of benefits plans.

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Skills (position requirements at entry):

Skill in:

- Using office equipment such as telephones, cameras, printers, fax machines, typewriters, and copiers;
- Using computer and accompanying software applications;
- Problem solving/decision-making;
- Preparing, proof-reading, editing, and composing correspondence;
- Interpreting and explaining District policies;
- Taking minutes and typing shorthand;
- Organizing agenda items;
- Monitoring employees;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or a General Equivalency Diploma (G.E.D.) and three years of progressively responsible administrative support experience related to school districts or, Associate degree (A.S., A.A.) or two-year technical certificate in secretarial/administrative assistant, computer training, office management or related area; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

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

Incumbents may be subjected to travel.

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

Date: 3/98

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