

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

ADMINISTRATIVE/BUSINESS SUPPORT COORDINATOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administrative/Business Support	B24	Non-exempt

CLASS SUMMARY:

The Administrative/Business Support Coordinator is the fourth and lead level of a four-level series. Incumbents either conduct primary administrative support for the Superintendent and key executive 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 and key executive staff 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 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 and key executive staff and/or serves as the designated business operations coordinator within a business function if such a need is identified by the District. Incumbents also serve as lead workers to other Administrative/Business Support staff.

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<p><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.</p>	<p><u>PERCENT OF TIME</u></p>	<p><u>BAND/ GRADE RATING</u></p>
<p>Provides administrative/business support to the area of assignment such as:</p> <ul style="list-style-type: none"> • Providing confidential assistance and support to Assistant Superintendents and key executive staff, Directors, Principals, administrative teams and support staff including composing original confidential correspondence, emails, letters on behalf of managers; handling phone calls; maintaining District and executive calendars, meeting schedules, minutes and set-up; preparing incoming and outgoing mail; maintaining confidential files and information; processing database information; maintaining accounts and processing invoices; providing input into office/function budgets and monitoring related expenses and budgets; • Coordinating activities and special projects related to the functions assigned to the Superintendent and key executive staff including preparing executive administrator contracts; assisting executive director with confidential and sensitive Meet and Confer process; serving as a liaison with other departments, outside organizations, and school sites; acting as a representative of the function in attending meetings on behalf of manager; preparing Board Agenda items; and, providing assistance and materials for meetings and projects related to the work of the Superintendency and key executive staff; and making recommendations based on research. • Evaluating and providing recommendations related to office or business function productivity including oversight of daily operations. • Provide support at Governing Board meetings, with Meet and Confer process/meetings and other cross-departmental business functions. 	<p>Daily 60%</p>	<p>B/2</p>
<p>Provides guidance, advice, and information regarding the interpretation of policies, procedures, and regulations to peers, parents, teachers, school administrators, Superintendent and key executive staff, and support staff; provides information regarding registration and withdrawal, student discipline, truancy, athletics, transportation, and other areas to district administrators and support staff.</p>	<p>Daily 15%</p>	<p>B2</p>
<p>Acts as lead worker, making work assignments, reviewing work, and determining completion of work and/or facilitates monthly meetings with administrative/business operations staff.</p>	<p>Daily 15%</p>	<p>B2</p>

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<p>Coordinates and researches 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>
<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:

Associate’s Degree or two-year technical certificate and two years of progressively responsible administrative and/or business support experience related to the area of assignment; 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
- General supervisory methods;
- Budgeting methods; 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;
- Working with confidential communications, documents and process;
- 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

Revised by Gallagher HRCC 06.03.2019

Revised by Talent Management on 5.18.2022