

The Administrative Support Specialist in Community Education Services is responsible for either supporting the hiring efforts of the department or serving as the office lead/support to the Director.

Chain of Command

The Administrative Support Specialist of Community Education Services reports to the Director of Community Education Services.

Competencies of the Administrative Support Specialist in Community Education

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong Customer Service Skills
- Knowledge of relevant federal and state law as pertinent to public education as well as District policies and guidelines
- Proficiency with various software tools, such as Microsoft Outlook, Word, and Excel.

Essential Duties

- At the direction of the Director, complete various reconciliation processes in TCP (Time clock Plus system)
- Provides customer service to both internal and external customers over the phone, in person, and via email
- Collaborates with other department and school staff to support department goals as they relate to the Kyrene Strategic Plan
- Completes other duties as assigned

Based upon assignment, the Administrative Support Specialist in Community Education also performs the following duties, including, but not limited to:

Support to the Director

- Supports the operations of the Community Education Services department and serves as a lead for other office staff
- Reads, responds and manages the Director's email and calendar
- Prepares monthly budget/enrollment reports for the Director
- Inventories and orders office supplies for the department

Pre-employment Specialist

- Supports administration with the staffing/hiring process, including completing reference checks, for the department and works collaboratively with Talent Management and Payroll to ensure new applicants are processed quickly and efficiently
- Maintains department employee files and ensures compliance with District and state requirements including fingerprint clearance card expiration dates
- Coordinates the department's professional development program through the online management system

Training and Experience

- High School Diploma or GED and two years of specialized experience related to the area of assignment 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

Valid AZ Fingerprint Clearance Card.

Revised Date

10.25.22