**Administrative Support Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Associate Principal

**Dept/Campus:** High School **Paygrade:** P2

**Wage/Hour Status:** Exempt **Date Revised:** July 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

The purpose of this position is the make sure the student’s progress of achievement is monitored and campus programs are supported. This position provides support for student academic achievement, student data, and the school’s Plan for Continuous Improvement through the complete and accurate collection, maintenance, manipulation and reporting of data.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree required

**Special Knowledge/Skills:**

Excellent organizational, communication, public relations, and interpersonal skills

Ability to organize, implement, and maintain effective systematic processes

Ability to instruct students and parents of academic requirements

Proficient skills in typing, word processing and file maintenance

Ability to maintain accuracy in great detail

Calm and patient demeanor with staff, students and others

**Experience:**

Preferred experience working with students or working in a fast paced public environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Development and implementation of an effective student progress monitoring system that results in targeted assistance for teachers and academic progress for students.
2. Assist with planning, implementing and evaluating of an effective master schedule.
3. Collects, analyzes, and reports data for instructional decision-making regarding student performance.
4. Effectively coordinates and communicates with parents, school personnel, and the community to bring together resources to ensure the success of all students
5. Assist with updating campus course guides and research of CTE course numbers and innovative courses.
6. Assist administrators with performance acknowledgement tracking and student recruitment.
7. Assist with the final reviewing of academic transcripts, correcting student data, maintaining accurate PEIMS records, computation of student Grade Point Averages,and graduation/endorsement plans.
8. Work with other administration to create spreadsheets for CCMR data to help support student success on TSI.
9. Responsible for completing and submitting CTE department purchase orders and travel requests.
10. Assist administration with the successful enrollment of students in dual credit courses and maintain accuracy with registration.
11. Coordinate the request for textbooks with the warehouse for ordering.
12. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
13. Comply with policies established by federal and state law, and board policy.
14. Comply with all district and campus routines and requlations.
15. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions including state and local attendance and PEIMS polices when applicable.
16. Maintain a positive and effective relationship with supervisors, co-worker, students, and community.
17. Maintain accurate student attendance reports and make-up hour reviews to ensure students have all make-up hours completed
18. Collaborate and communicate with campus administrators and content coordinators weekly to disseminate student academic progress data.
19. Share the responsibility for the continuous improvement of instruction through a collaborative, data-driven analysis of student learning.
20. Assists in evaluating programs in the school for their relevance to the priority schools improvement plan; uses available data for continuous program evaluation.
21. Model behaviors, which ensure the development of a district team, focused on problem solving and meeting student needs.
22. Actively support the efforts of others to achieve district goals and objectives and the campus performance objectives (AEIS).
23. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
24. Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date