

# EXCELSIOR CHARTER SCHOOLS

## JOB DESCRIPTION

**TITLE:** Support Specialist II

### **BASIC FUNCTION:**

Directly responsible to the supervisor of the assigned department. Performs a variety of clerical duties, record-keeping, public relations activities, and office support duties in order to support students and staff. Performs other related work as directed.

### **ESSENTIAL DUTIES:**

- Knows and is committed to Excelsior's Vision, Mission, and Values.
- Performs clerical duties as directed by supervisor.
- Communicates and serves as liaison with district personnel and outside agencies to exchange information and/or resolve issues or concerns.
- Schedules meetings/appointments, as assigned by supervisor.
- Types and proofreads routine correspondence and documents.
- Keeps records and proofreads required reports.
- Enters data and checks for accuracy.
- Performs clerical functions including but not limited to filing, printing, copying, faxing, etc.) for the purpose of supporting school or district office operations.
- Answers phones, takes and forwards messages.
- Prepares requisitions for purchases
- May assist with departmental budget
- Performs other department related duties as assigned by supervisor.
- Maintains a clean, safe and orderly work environment.
- Continually pursues academic and professional growth and development; always pursues academic excellence for self, students and parents.
- Attends staff development sessions in accordance with established policies and procedures.
- Provides assistance to supervisor and other department staff for the purpose of supporting them in the completion of their assigned tasks efficiently.
- Communicates and works cooperatively with sites, co-workers, parents and students.
- Understands, interprets, and explains a variety of policies, laws, rules, and regulations to others.
- Reports all safety, sanitary, and fire hazards to supervisor

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.

- Alphabetical, numerical, and subject matter filing systems.
- Operation of office machines including a computer and specified software applications, practical experience in Microsoft office.
- Budgeting practices including financial and statistical record keeping.
- English usage, spelling, grammar, and punctuation
- Principles of basic record-keeping
- Principles of basic mathematics
- Proper lifting techniques

**ABILITY TO:**

- Demonstrate outstanding interpersonal, organizational, written and verbal communication skills
- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.
- Prioritize tasks and meet deadlines.
- Understand and carry out oral and written directions.

**QUALIFICATIONS:**

- Minimum of a High School Diploma or equivalent.
- College coursework and or one to three years of clerical experience.
- A Valid California Driver’s License.

**WORKING CONDITIONS:**

Environment:

- Office environment and various community events
- Extensive public contact
- Busy and fast-paced office setting

Physical Demands

- Hearing and speaking to exchange information
- Sitting at a computer for an extended period of time
- Standing, walking, bending at the waist
- Light physical labor with the ability to lift up to 25 pounds.