

**Support Staff Positions**  
**Job Description: Byron Syring DELTA Center Administrative Assistant**

**TITLE:** Administrative Assistant - Byron Syring DELTA Center

**DEFINITION:** Under general supervision, the employee will perform responsible and varied clerical work functions; and other related work as required.

**QUALIFICATIONS:**

1. High school graduate or equivalent
2. Clerical skills
3. Computer literate
4. Organization skills
5. Skills in working with people (students and parents)
6. Skills in areas to be assigned
7. Such other qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** On Site and On Line Directors

**DUTIES OF THE ADMINISTRATIVE ASSISTANT:**

1. The Administrative Assistant is often one of the first contacts the public has with the school. The Administrative Assistant is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.
2. Assist both On Site and On Line Directors with data requests.
3. Assist with enrollment process.
4. Act as data input person for the State reporting system and the AEFLA database.
5. Keep track of DELTA Center employees' personal and professional leave days.
6. Update student transcripts and mail official transcripts when requested.
7. Compile documentation for October Pupil Count, annual performance and AEFLA year end reports.
8. Administer VUE/Pro metric tests.
9. Input data for community television.
10. Handle district test administration for driving small vehicles.
11. Process DELTA Center transportation requests.
12. Type correspondence including letters, memos, and purchase orders.
13. Assist DELTA Center secretary with management of Continuing Education Classes and student attendance records, as needed.
14. Assist in answering the phone and directing calls, as needed.
15. Assist with organization of graduation ceremony including creating diplomas, reserving auditorium, ordering caps, gowns, covers, etc.
16. Maintain the student information system (Infinite Campus), including updating and keeping student information current and in order.
17. Display initiative in evaluating and increasing the effectiveness of the Byron Syring DELTA Center.

18. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may be officially on duty.
19. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
20. Other duties as may be assigned by the directors.
21. Employee is held accountable for all duties of the job.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Superintendent of schools in accordance with policies of the Board of Education.

**EVALUATION:** Performance of this job to be evaluated by the On Site and On Line Directors in accordance with policies of the Board of Education.

#### NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

**Regional Occupational Medical Program**  
**2115 Stuart Street**  
**Alamosa, CO 81101**  
**(719)589-8110**

**Rio Grande Hospital Clinic**  
**1280 Grand Avenue**  
**Del Norte, CO 81132**  
**(719)657-2418**

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report any injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one days' worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

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I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy GDAF-R-1 approved by Board of Education: 11/13/08

Monte Vista School District C-8, Monte Vista, Colorado