



JOB DESCRIPTION

Position: Student Support Personnel

Salary: Range based on experience

Location: Holbrook, AZ

Job Type: Contract-Full time/ part time/ temporary

Position Overview: This position works with a lot of different projects. Such as our finance/student management systems, student records and classroom teachers.

This level of administrative support requires the employee to exercise judgment to carry out a wide variety of tasks with general direction. This employee must be able to learn the more technical aspects of public school accounting and the specific operating system used by the Navajo County Accommodation School District.

Position Qualifications: High School diploma or equivalent, Secretarial/ clerical experience (2 years preferred), good English language, grammar and spelling skills, Experience with Windows and Microsoft Office software package preferred, Experience in data entry, spreadsheet applications and word-processing; basic knowledge of accounting and human resources software packages; demonstrated communications and public relations skills, an understanding of filing systems, Demonstrated ability to interpret, analyze, summarize and compile financial data; Ability to support and value the efforts of the ongoing programs.

Knowledge, Skills & Abilities

Student Support personnel work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of Arizona Administrative Code and Revised statutes, direction of the administrator, and performance standards and expectations as set forth by the school board.

Essential Job Functions

*The following EXAMPLES OF DUTIES are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. The following provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.

2. Serves as a first district contact with parents, community, district employees, substitutes, vendors, and students.
3. Prepares a variety of correspondence
4. Maintains files in accordance to state retention requirements and district procedures.
5. Maintains current student data on District student data management system.
6. Builds, maintains and updates student files following district procedures in accordance with state retention requirements.
7. Assists with the processing of National School Lunch Applications.
8. Assists in the preparation of various reports requested by the Business Manager and Superintendent.
9. Serves as receptionist when needed.
10. Serves as a classroom assistant as needed
11. Receives all pertinent information regarding accounts payable/payroll/purchasing/human resources.
12. Receives and reconciles financial documents and reports.
13. Enters data into computer.
14. Builds, maintains, and updates district files on employees/purchases/payroll, vendors, etc.
15. Works in concert with Business Manager in the preparation of materials for the annual audit.
16. Reconciles payroll/purchasing/insurance/purchasing data statement.
17. Performs other relevant duties as may be assigned.

EMPLOYEE BENEFITS

- Arizona State Retirement System: Employees working at least 20 hours per week for 20 weeks or more
- Health/dental and life benefit premiums paid for employee

Application Procedures:

Interested parties may download the application from:

<https://tinyurl.com/NCADOPENINGS>

1. Complete and submit application.
2. Submit letter of interest and resume
3. Return completed packet to Navajo County Education Service Agency, PO BOX 668; Holbrook, AZ 86025