

**TYPIST/OFFICE SPECIALIST I – DISTRICT OFFICE
JOB DESCRIPTION**

TITLE: Typist/Office Specialist I – District Office

QUALIFICATIONS:

REPORTS TO: Assistant Superintendent

PRIMARY FUNCTION: To provide assistance to the Assistant Superintendent and support to the Assistant for Business.

RESPONSIBILITIES:

- ❖ Reception
- ❖ Phones: 1st response to incoming phone calls
- ❖ Mail: Open and sort for Assistant Superintendent
- ❖ Maintain district curriculum electronic files and binders
- ❖ Assist in planning and organization of district Superintendent's Conference Days and other special events
- ❖ Central Registrar for the district (meet with families, collect registration paperwork, check for residency, distribute records to buildings and coordinate enrollment process)
 1. Assist with Kindergarten registration & screening & UPK registration
- ❖ Records Retention for AIS & RtI, student emergency information, grants, and teacher's professional development
- ❖ Conference Approvals (tracking all paperwork – registration, purchase requisitions, approvals)
- ❖ Database support for instructional historical information (professional development hours, reports to NYSED)
- ❖ Backup district-wide clerical support
- ❖ Academic Intervention Services & RtI (Response to Intervention) (enter student information, track five cycles of intervention – teacher reports, change requests & principal letters to parents)
- ❖ Infinite Campus – K-12 emergency release changes throughout year, as well as enrollment and program services data entry
- ❖ Homeless tracking
- ❖ Homeschool tracking (letters of intent, IHIP's, progress reports, and year-end assessments)
- ❖ Nutrikids – enter new application info into system
- ❖ Type monthly Treasurer's Reports
- ❖ Track K-8th grade ELA Benchmark Data
- ❖ Assist with 9th-12th grade Regents scanning
- ❖ NYS ELA & Math Scoring preparation
- ❖ Verify student demographic & enrollment data in the Data Warehouse
- ❖ Checks & Balances: Business Office
 1. School Lunch Program: Free & Reduced applications / reimbursement forms / letters
- ❖ Clerical support for administrative overflow:
 1. Transportation
 2. Food Service
 3. Business Office
 4. Assistant Superintendent, Assistant for Business, and the Superintendent

EVALUATION BY: Assistant Superintendent in collaboration with Assistant for Business

TERMS OF EMPLOYMENT: 12 Month CSEA agreement