

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** GENERAL OFFICE  
**TITLE:** STUDENT SERVICES ASSISTANT  
**CALENDAR:** STUDENT SERVICES ASSISTANT  
**SALARY:** GRADE 9

### **Job Goal:**

Perform clerical work involving the following of standardized procedures in an assigned area

### **Minimum Qualifications:**

- High School diploma or equivalent including courses in business related subjects
- Some previous clerical experience required
- Ability to type at an acceptable rate of speed and to operate standard business machines, including computer terminal
- Ability to work well with students, parents, staff and others
- Flexibility to work in assigned areas and possesses required knowledge and skills
- Knowledge of and adheres to all policies, regulations and rules

### **Core Job Functions:**

- Performs a wide variety of clerical work including typing, filing, coding, record keeping and preparing reports for assigned areas
- Conducts transactions with students, parents, staff or general public on phone or in person requiring a knowledge of rules, procedures, policies and activities
- May receive and maintain records of supplies and other materials and maintain inventory records
- May schedule appointments, school related events and assist in maintaining master calendar
- May compile information and check various reports and records and put into usable form
- Maintains a variety of files
- Inputs and updates information into computer
- May handle money and account for receipts
- May relieve a secretary who is absent or work in other departments
- Performs all duties in a safe and prudent manner as directed
- Performs related duties as assigned

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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 may be made to enable individuals with disabilities to perform the essential functions.