AREA: District Administrative Assistant

Summary Class Code: 7762

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: Infinite Campus/Website support personnel

BASIC FUNCTION:

Infinite Campus support personnel will as school's administrative assistant in charge of Infinite Campus ensure that Infinite Campus data is accurate, and up to date. Infinite Campus support personnel will assist district and school administrators with assigned functional areas of responsibility pertaining to Infinite Campus.

Website support personnel will maintain web content and design to ensure that the assigned website is functional, accurate, and up to date. assist the administrator with assigned functional areas of responsibility. Will assist district and school administrators with assigned functional areas of responsibility.

Perform a wide variety of specialized and responsible secretarial and administrative support duties for Directors or other high-level administrators; organize and coordinate office activities and communications to

DISTINGUISHING CHARACTERISTICS:

Administrative Secretary I incumbents perform specialized and responsible secretarial and administrative support duties for Directors or other high-level administrators.

REPRESENTATIVE DUTIES: (Infinite Campus support personnel)

- Manage student information systems (Infinite Campus) for the purpose of ensuring an effective and efficient student information system.
- Setup and maintain student enrollment and registration
- Setup and maintain new school year enrollment and rosters
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.

- Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.

REPRESENTATIVE DUTIES: (Website support personnel)

- Creates and maintains internal and external websites in collaboration with the District office and each school in the district.
- Reviews web content, links, and design; provides necessary updates and enhancements in a timely manner.
- Monitors site security; reports suspected or actual security breaches and denial of service attacks to appropriate staff.
- Communicates with site visitors and users regarding site updates, anticipated and unanticipated downtime, and resolution of bugs and outages.
- Drafts, documents, and implements backup, recovery, and business continuity plans.
- Maintains knowledge and expertise in web design and development; participates in professional conferences, workshops, and groups.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities Working Knowledge of:
- Relational databases
- Database queries (mysql, boolean)
- Student Information Systems (Infinite Campus)
- Spreadsheet data manipulation

Skills:
- Read, watch, and listen to technical information
- Be able to perform multiple, highly complex, technical tasks
- Operate standard office equipment
- Plan and manage projects
- Prepare and maintain accurate records

Produce clean and concise documentation Abilities:
- Able to schedule activities and meetings
- Gather, collate, and classify data
- Analyze data
- Work with a wide diversity of individuals
- Problem solve to identify issues and solutions
- Communicate well with others

- Establish and maintain effective working relationships
- Work as a part of a team
- Able to adapt to changing priorities
- apply local processes and analytical skills

EDUCATION AND EXPERIENCE:

Qualifications
- High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of responsible secretarial experience involving the use of word processing and record-keeping software.
- Successful clearance of hiring requirements, which includes and not limited to: background check, Tuberculosis clearance, I-9 clearance
- Friendly disposition, industrious, customer service oriented, able to multitask
- Resourceful and self-starter
- Takes initiative

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification require the ability to take and transcribe dictation.

200 days