

**Job Title:** Support Services Program Assistant  
**Department:** Student Services  
**Reports To:** Support Services Coordinator for At-Risk Students  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 06



## **SUMMARY**

Under the direction of the Support Services Coordinator for At-Risk Students, the Support Services Program Assistant performs a wide variety of complex and confidential tasks. Responsibilities include, but not limited to, varied office clerical duties, contact and interactions with students, parents, school administrators, teachers, counselors, community agencies and various community members, and exercising considerable independence and judgment in performing the tasks necessary to support the students experiencing homelessness and those with highly vulnerable family life situations.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Provides administrative assistance to the Support Services Coordinator for At-Risk Students by performing a wide variety of complex and confidential tasks.

Greets scheduled and unscheduled visitors and strives to address their needs or refer to others.

Answers telephone to provide information and assistance, takes messages, or transfers calls.

Designs and organizes filing systems; acts as custodian of records.

Responds quickly to requests for information from a variety of sources, including Switchpoint CRC, the DOVE center, Youth Futures, Five County Association of Governments, the Department of Workforce Services, Southwest Behavioral Health Center, Southwest Utah Public Health Department, Family Healthcare, school/district personnel, and/or parent/ guardians.

Designs, organizes, and maintains database and spreadsheets files.

Collects, maintains, and files McKinney-Vento documents from schools.

Assists school registrars and counselors with the identification, enrollment, and support of students who qualify as homeless under the McKinney-Vento Homeless Education and Assistance Law.

Studies and keeps current on any changes to the McKinney-Vento Law (State, Federal, & District).

Uses PowerSchool to input homeless student information and generate reports.

Coordinates with the WCSD Child Nutrition & Transportation Departments in providing free lunch and transportation services to the McKinney-Vento students as needed.

Assists in monitoring expenditures and helps to track program funds.

Accepts, maintains, organizes, and distributes the various donations (backpacks & school supplies, food boxes, hygiene items, coats, etc.) from the community to students and parents as needed.

Provides various vouchers and cards to families in need and who qualify (i.e. clothing, medical, dental, vision, and transportation).

Attends meetings as needed with parents, students, school personnel, and community committees.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must be self-motivated and able to follow through on varying assignments. Must be detail oriented and accurate in data collection and record keeping.

Must possess good human relation skills to work effectively with school administrators, teachers, and parents in a pleasant manner.

Must have proficient computer skills and experience in various computer applications to prepare documents & spreadsheets and enter data correctly (i.e. Microsoft Office and Google software programs).

Must have knowledge of or a willingness to learn about the McKinney-Vento Homeless Education Assistance Act and the Family Education Rights and Privacy Act (FERPA).

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Six months to one year related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *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.*

While performing the duties of this job, the employee is regularly required to use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

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|---|----------------------------------|-------------------------|
| Prepared By: <b>Support Services Coordinator for At-Risk Students</b> |                                  | Date: <b>07/06/2022</b> |
| Approved By: <b>Assistant Director, Human Resources</b>               |                                  | Date: <b>07/19/2022</b> |
|   |                                  |                         |
| <input type="checkbox"/> Reviewed                                     | <input type="checkbox"/> Revised | By: _____ Date: _____   |
| <input type="checkbox"/> Reviewed                                     | <input type="checkbox"/> Revised | By: _____ Date: _____   |

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

|                     |       |
|---------------------|-------|
| Print Name:         | Date: |
| Employee Signature: |       |