

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>District Office Specialist-Curriculum</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Building Administrator
<b>EDUCATION:</b>	High School Diploma or GED Equivalent	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	Hours and days as specified on posting	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB QUALIFICATIONS:</b>	<p>With limited supervision, provide general office support and materials management to the District Curriculum Office. This position works both independently to complete projects and tasks and is an essential member of our office team. Clear communication, strong organization, and proficient computer skills are required. Regular attendance and confidentiality are critical characteristics of this employee.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

### **ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1.	Maintain the confidentiality of the curriculum office, its correspondence, and its documents at all times.
2.	Use a multi-line phone system to receive and direct telephone correspondence in the curriculum office and do so in a courteous, efficient and timely manner.
3.	Keep all records and documentation of the office in an organized system. Perform basic bookkeeping and recordkeeping.
4.	Do all necessary typing, duplication, and other office procedures, including the following: writing purchase orders and keeping track of multiple accounts.
5.	Sort and prioritize office communications including: incoming and outgoing mail, confidential communications, electronic communication, and voice messages.
6.	Initiate and update all confidential student files. Maintain transcript records and have the ability to supply copies of transcripts upon request.
7.	Have basic typing and word processing skills (50 wpm) and be functional in Office Suite, Google Docs, and various data and information systems.
8.	Knowledge and highly proficient in the use of computers, printers, faxes and other office equipment as needed.
9.	Professionally prepare correspondence, policies, protocols, procedures, handbooks, and reports on a computer using various programs as determined by the directors.
10.	Perform textbook inventory duties including ordering, sorting and distribution, storage, and record keeping.
11.	Assist the directors in district assessment procedures, trainings, and manual creation and distribution.
12.	Assist directors and schools in organizing and arranging travel for professional development and student travel (non-athletic).
13.	Monitor director business calendars, set appointments, track schedules, and coordinate meeting times and locations with multiple people from different agencies as needed.
14.	Maintain and be assertive about "signature folders" for each director.
15.	Maintain work calendars and leave authorization for all curriculum office and staff development office employees.
16.	Complete special tasks and projects as assigned; working independently to complete the project while asking questions as necessary to ensure the project's success.
17.	Purchase curriculum materials for the department, programs, and schools for instructional needs.
18.	Enter and complete purchase orders accurately using eFinance and manage payment of department's purchasing cards.
19.	Coordinate with community organizations to arrange and plan districtwide curriculum events.

20.	Be knowledgeable of district policies and procedures and convey them in an honest and factual manner.
21.	Be willing and able, if requested, to obtain the Oregon Notary Public certification.
22.	Must have excellent interpersonal, communication, and organizational skills.
23.	Regular attendance is an essential function of this position.
24.	Additional duties as assigned by Curriculum Director or designee.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>100</u> % of the time
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	

Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl		x			
Walk-Level Surface				x	
Walk-Uneven Surface		x			
Climb Steps			x		
Climb Ladder			x		
Work at Heights			x		
Reach at or Above Shoulder			x		
Reach Below Shoulder			x		
Use of Arms			x		
Use of Wrists			x		
Use of Hands			x		
Grasping/Squeezing			x		
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking			x				
Change Positions			x				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name Employee Signature Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name Title Signature Date

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

For physician to complete:

**Is this job appropriate?**  Yes  No      Date of Release: \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature Date