

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Community School Specialist

JOB CODE: 4201/4202

DEPARTMENT: Community & After School
Care Programs

PAY GRADE: 19 (UO) DATE: 01/15/2004

BASIC OBJECTIVES

This is advanced clerical/accounting work to support after-school care and community school programs by managing and maintaining student attendance, fee payment and registration information. The work involves performing a variety of tasks which require a working knowledge of school operating policies, practices, and procedures and use of independent judgment.

JOB TASKS/RESPONSIBILITIES

1. Prepares and maintains a variety of documents, including forms, routine correspondence, class lists, announcements and fee schedules.
2. Collects fees, issues receipts, and prepares recap of collections and bank deposit documents; maintains journal and cash transmittal report.
3. Assists with processing of fee waivers and credits; handles collection of past due accounts and NSF checks.
4. Updates student attendance records including summary attendance sheets and monthly attendance reports.
5. Performs registration activities: registers, transfers and withdrawals of students; enters data via CRT terminals or on student cards to change status or update records as required; processes student accident and insurance forms.
6. Responds to inquiries from parents and students regarding class offerings, attendance, fee payment and registration procedures.
7. Maintains attendance records of staff; processes payroll or distributes payroll checks, as required.
8. May process electronic RPA's, security and accident reports, purchase requisitions and maintenance requests.
9. Greets visitors, operates switchboard, makes and distributes photocopies.
10. Processes and distributes incoming mail.

11. Provides assistance to community agencies requesting use of school facilities.
12. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Minimum of one year secretarial, clerical or bookkeeping experience.
3. Knowledge of school operations and related policies and procedures preferred.
4. Ability to operate automated office equipment including a working knowledge of word processing and related programs.
5. Ability to communicate information clearly and efficiently.
6. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 01/07/00, 01/29/01