



Chippewa Falls Area Unified School
 140 W Elm Street
 Chippewa Falls, WI 54729
 715-726-2417 Phone
 715-726-2781 Fax

Job Title:	Administrative Assistant - Voyagers After School & Student Connections		
Job Category:	Support	Employee Group:	Cardinal CLC
FLSA Status:	Non-Exempt	EEO Classification:	Administrative Support Worker
Location:	Middle School, Korger-Chestnut	Position Type:	10 Month
Travel Required:	As needed	Level/Salary Range:	
Supervisor:	Director, Cardinal CLC	Supervises:	NA
Education:	High School diploma required. Strong verbal and written communication skills. Good interpersonal and human relations skills. The ability to work effectively on a collaborative team. Ability to establish rapport with community members, parents, and school district staff.		
Coordinates with:			
Years of Experience:	1-3 years of previous office experience preferred		

Primary Purpose:

This position works with CFAUSD employees, parents, students and the public. The expectation is to provide excellent customer service, effective communication, be dependable and maintain confidentiality in all situations. This position is expected to perform numerous duties and responsibilities with a high level of accuracy. Candidates are expected to comply with the CFAUSD Employee Handbook.

Essential Duties & Responsibilities:

- Perform general daily clerical duties
- Communicate with instructors
- Support CCLC Student Programs Coordinator
- Process registration and attendance
- Prepare reports as requested by the CCLC Director
- Create and publish newsletters/brochures/documents
- Maintain Voyagers After School website with accurate information
- Complete forms in accordance with district procedures
- Operate office equipment
- Learn to operate new office technologies as they are developed and implemented
- Perform duties involving student services and registration. Maintain student files
- Enter requisitions

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- Administer medications and first aid if necessary
- Ability to work a flexible schedule
- Support CCLC with events
- Other duties as assigned

Performance Expectations:

- Honesty and ethical behaviors
- Demonstrating attention to detail and thorough completion of work tasks
- Exercising reliability, responsibility, dependability and fulfilling obligations
- Demonstrating good-natured behaviors and a cooperative attitude with staff, parents and outside stakeholders.
- Communicating verbally and in writing so others will understand
- Effectively present information and respond to questions from employees, outside organizations, and the general public
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities
- Developing and maintaining constructive, cooperative, and positive working relationships with others
- Analyzing information and using logic to address work-related issues and problems
- Adaptability and flexibility to change and variety
- Maintaining self-control, composure in difficult situations
- Maintaining persistence in the face of obstacles
- Remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Other Duties & Responsibilities:

- Other duties as assigned

Knowledge:

Must have a knowledge of typical office equipment, district wide software, general first aid, good communication, telephone etiquette and how to provide excellent customer service.

Skills:

Average keyboarding skills

Competencies:

Integrity, Attention to Detail, Dependability, Independence, Cooperation, Analytical Thinking, Initiative, Adaptability/Flexibility, Self-Control, Persistence. Valid WI Driver's License Required.

Physical Demands:

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ACTIVITY	FREQUENCY					
	NEVER 0%	SELDOM 1-9%	OCCASIONAL 10-29%	NORMALLY 30-54%	FREQUENTLY 55-79%	CONSTANTLY 80-100%
Balancing			x			
Bending/Stooping				x		
Climbing—Stairs, Ladders, Slope				x		
Computer Work						x
Crawling			x			
Grasping/Handling						x
Kneeling				x		
Neck Flexion/Extension					x	
Pulling					x	
Pushing					x	
Reaching Forward					x	
Reaching Overhead					x	
Repetitive Motion					x	
Standing						x
Twisting					x	
Walking						x

ACTIVITY	FREQUENCY					
	NEVER	SELDO	OCCASIONAL	NORMALL	FREQUENT	CONSTANT
PHYSICAL EFFORTS						

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Lift/Carrying	0%	M 1-9%	LY 10-29%	Y 30-54%	LY 55-79%	LY 80-100%
0 - 1 lb						x
1.1 - 10 lbs						x
11 - 25 lbs					x	
26 - 50 lbs					x	
51 - 75 lbs		x				
76 - 100 lbs	x					
Over 100 lbs	x					

ACTIVITY	FREQUENCY					
	NEVER 0%	SELDO M 1-9%	OCCASIONA LLY 10-29%	NORMALLY 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
PHYSICAL EFFORTS Pushing/Pulling						
0 - 1 lb						x
1.1 - 10 lbs						x
11 - 25 lbs					x	
26 - 50 lbs					x	
51 - 75 lbs		x				
76 - 100 lbs	x					
Over 100 lbs	x					

ACTIVITY	FREQUENCY					
	NEVER 0%	SELDO M	OCCASIONAL LY	NORMALL Y 30-54%	FREQUENT LY	CONSTANT LY
VISUAL DEMANDS						

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		1-9%	10-29%		55-79%	80-100%
20/20 Corrected Vision						x

ACTIVITY	FREQUENCY					
	NEVER 0%	SELDO M 1-9%	OCCASIONAL LY 10-29%	NORMALLY 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
Biological Agents						x
Chemical Agents				x		
Contacts with Outside Agencies/Groups				x		
Dust				x		
Excessive Cold			x			
Excessive Heat			x			
Fumes, Odors			x			
Noise					x	
Solvents, Petroleum Products			x			
Vibration		x				

ACTIVITY	FREQUENCY					
	NEVER 0%	SELDOM 1-9%	OCCASION ALLY 10-29%	NORMALL Y 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
Driving		x				

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Hearing						x
Talking						x
Indoors						x
Outdoors		x				
Power Tools / Equipment	x					

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>

This job description is intended to indicate the types of tasks and levels of work difficulty that will be required of a position that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. ~~Ability to competently perform all the essential duties of the position, with or without reasonable~~ accommodation, demonstrated commitment to effective customer service delivery, and the ability to work

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productively as a member of a team or work group are basic requirements of all positions at Chippewa Falls Area School District.

No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination of employment.

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