



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician I (IS-IEP Support Team)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS35H**
 Prepared/Revised Date: **April 29, 2019** Job Code: **50603**

SUMMARY: Responsible for performing clerical support and a wide variety of functions for the Special Education/Integrated Services (IS) teams. Duties include, but are not limited to, creating, editing and distributing reports from program software and spreadsheets; data entry; ordering supplies and technology; maintaining and reconciling team budgets; preparing materials for staff trainings; and collaborating with the team to support the IS staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Order computers, software, apps, supplies and assistive technology for IS department Enrich Support and Statewide Assistive Technology Augmentative Alternative Communication (SWAAAC) teams using P-card, warehouse ordering, and IT ticketing systems. Distribute items ordered to Enrich Support and district SWAAAC teams. Communicate with purchasing staff to track orders or resolve order problems. Create IT department tickets for orders and distribution of apps.	D	30%
2. Run and distribute Enrich reports to IS staff (school staff, Assistant Directors, Director) using Enrich and excel programs. Complete ongoing record clean-up within Enrich and assist with data entry for state reporting. Assist with setting up personnel records and assigning staff access, schools, and user roles with the Enrich program. Provide phone and email support to refer staff to appropriate contacts for troubleshooting within Enrich program.	D	25%
3. Monitor and reconcile budgets for Enrich Support and SWAAAC teams. Submit monthly documentation of multiple team budgets to Integrated Services.	D	15%
4. Order and maintain general office supplies; copy, organize, and file materials; sort and distribute mail; assist with special projects as needed. Complete inner-school mailings and email notification to staff about various projects and software reports.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Create and maintain notebooks and files related to staff trainings throughout the school year. Collaborate with Enrich and IS department teams about new staff and Enrich training, course paperwork, and attendance. Compile new staff training manual and other training materials as needed for trainings that occur prior to the regular school year calendar.	M	10%
7. Assist with identification of records for CDE audits.	Q	5%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D.
- Two to three years of related experience required, including experience using complex databases and excel spreadsheets
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Problem-solving skills
- Organizational skills
- Attention to detail
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to effectively communicate with employees/staff/community
- Ability to be a part of and work with a team
- Enrich program and Business Plus system knowledge preferred
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate		x		
Instruct			x	
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	
Depth perception	



VISION DEMANDS:	Required
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	