



Administrative Compliance Assistant Job Description

Role:

Administrator on Operations Team

Function (Primary Areas of Responsibility):

Assist Student Compliance Officer (SCO), Staff Services & Compliance Coordinator (SS&CC), and Food Services Coordinator (FSC)

Reports to:

SCO

Application Deadline:

March 19th, 2010

Effective Date:

July 1, 2010

Role Purpose:

- Serves as the primary source of administrative support for the SCO, SS&CC, & FSC
- Assists other Operations Team members as needed
- Assist in data collection and entry for compliance

Essential Functions and Responsibilities:

- Provides data entry into PowerSchool in a timely, comprehensive, and accurate manner
- Assists with coordination of special projects
- Maintains records and documents for students, school and district compliance needs
- Welcomes parents, students, staff and visitors to the office
- Handles client/customer issues in a timely and effective manner
- Displays professional and pleasant demeanor at all times
- Contributes to the development of a positive staff culture
- Data entry in order to stay in accordance with federal, state and local regulations.
- Assist other members of the operations team with critical work issues, as needed, to improve operations and systems within the school district.
- Meet regularly with staff, students, and parents to maintain the quality of all student services
- Help FSC Process and maintain all Lunch applications K-12
- Enter family meal application determinations and updates into PowerSchool
- Assists SCO in collecting count information from school sites
- Help SCO Prepares Count Day data for MSDS submissions to Wayne RESA
- Assists SCO in collecting Immunization Documentation from School sites
- Enter Immunization records into MCIR for Immunization Report Submission
- Assists SCO and SS&CC in the preparation of documentation for site audits conducted by MDE, Grand Valley State University Charter School Office, Wayne RESA, etc.
- Consults with Family Service Coordinators in the district each quarter/trimester re: compliance of paper student files
- Assists SCO with PowerSchool Training and Support
- Assist SS&CC with all required State, Federal, and Charter authorizer reporting requirements
- Assist SS&CC with related HR responsibilities, including but not limited to, payroll, staff attendance, creating and adding to the School's On-call Substitutes List
- Participates in on-going training that PowerSchool provides
- Generates PowerSchool attendance reports weekly to monitor accuracy of tracking and excessive absences for Leadership Team
- Assists SCO with UIC resolutions
- Calls Parents of students with incomplete information (as related to demographics, immunizations, or lunch applications)
- Assist SCO with Enrollment Management
- Look up and Enter UIC numbers for students into PowerSchool
- ID Badge Pictures and Distribution—as well as replacement IDs during School year

Critical Competencies:

- Friendly, warm, outgoing, positive attitude
- Highly developed organizational, planning and management skills; including outstanding writing and oral communication skills
- Aptitude to work as a member of a team and as a team leader
- Responds well to direction
- Attentive to detail
- Faculty to set and monitor goals and readily learn new information
- Realistic scheduling and observance of deadlines
- Has the following characteristics: integrity, creativity, intellectual curiosity, high standards, flexibility, persistence, highly detail oriented, discreet, competent, and responsible
- Good People skills; able to work well with Parents, Staff, and Students
- Willingness to adapt to change and new challenges
- Ability to maintain confidentiality
- Capability to resolve issues
- Takes initiative
- Ability to respond to a diverse amount of intense situations in a proper manner

Core Values of our Customers:

- We will do whatever it takes to ensure each student's success
- We are meticulous about clean and safe schools
- We treat each other as highly respected partners
- Excellence in all we do

Education and/or Experience:

1. Associate's Degree Preferred
2. Experience working with computers required (especially the following programs: Word, Excel, PowerSchool, & Publisher)
3. Experience working in administration is wanted
4. Experience working in an educational setting desired