



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: CHILD FIND ASSISTANT

QUALIFICATIONS:

1. Graduation from a standard high school or equivalent, associate degree preferred.
2. One (1) year of clerical experience.
3. Demonstrates knowledge of Microsoft office.
4. Demonstrates knowledge of budgeting, finance, payroll and accounting.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Serves as assistant to the Child Find Team in planning, initiating, and completing clerical, secretarial and bookkeeping responsibilities, including payroll.
2. Completes correspondence, reports, manuals, purchase orders, spreadsheets and other forms of data tracking.
3. Performs bookkeeping responsibilities as assigned.
3. Prepares and completes required reports.
4. Serves as receptionist; answers telephones, screens, greets, announces, and routes visitors.
5. Maintains files and records.
6. Performs related work as required for the effective and efficient function of the office of Pre-Kindergarten Education.
7. Utilizes technology to manage new enrollment, testing and progress monitoring.
8. Inputs and manages evaluation data.
9. Maintains confidentiality of all records.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background Check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy

APPROVAL

Date: John J. Michael
Reviewed by Dept. of Human Resources

Date: JAN 13 2015
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer