

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> After School Program (ASP) Records Manager	
<i>Supervisor:</i> Director of 21 st CCLC Programs	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 or 12 months	<i>Grade:</i> 8

Job Summary

Performs a variety of complex clerical, financial, and secretarial tasks in direct support of the director of the 21st Century Community Learning Centers program. Works in direct support of the site coordinators. Under the direction of the director and coordinators, purchases, inventories, updates and maintains the education technology and other program materials used by the program; recruits and schedules part-time temporary staff to assist with district-level program needs; manages a high volume of program implementation data documentation; assists in the data collection and reporting for the required external evaluation; functions as timekeeper for ASP program staff as needed.

Essential Job Functions

Manages state and federally mandated documentation for external program evaluation purposes to include student enrollment, academic progress, attendance, staff training, etc.

Maintains student data on the district and program student information systems; records and tracks ASP students' demographic data, and receipts of required site program plans, and reports.

Reviews, verifies and documents student selection process for students potentially eligible for ASP services.

Functions as timekeeper for program staff as needed; ensures communication with principals, teachers, school staff, and the human resources department regarding staff placement and assignments.

Ensures collection of documentation needed for nutrition services reporting.

Assists with screening, selecting, ordering, and distributing materials, to include technology, to support program components. Tracks and maintains equipment and supply inventories for the ASP program.

Prepares and oversees the reservation and checkout of all equipment shared across sites.

Maintains inventories of technology and materials purchased for individual grant sites for grant records accounting.

Serves as the AppTrack Pool Manager for ASP iOS devices, including ordering and updating apps, updating devices at least biannually, basic troubleshooting, managing restrictions, adding new devices to pools, pushing and pulling apps and 'checking in' devices.

Provides daily clerical and logistical support to the director of ASP, as well as regularly scheduled meeting and event support, to include creating meeting notices and attendance documentation, managing supplies, setting up and taking down for meetings.

Communicates regularly with ASP staff at schools to both provide and receive student information updates. Shares information regarding the ASP program to groups such as other federal programs, school staff, and other stakeholders.

Maintains confidentiality of student records.

Participates in ASP planning with the director, including budget creation and revision.

Collaborates with the director in planning, preparing, and facilitating parent and community outreach, staff meetings, and trainings as required by program and grant components.

Collaborates with other programs in the federal programs department and with schools or other departments in the district. Collaborates with local community service providers.

Develops flyers, programs, brochures, and agendas with the federal programs materials development specialist for ASP parent and community outreach, ASP staff meetings and trainings, and other district supported professional development and events.

Non-Essential Job Functions

May attend meetings and prepares minutes.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment including computer, phone, printer, copier, fax, and LCD projector. Educational technology to include iPads and Chromebooks.

Independent Decisions

The ASP records manager will exercise independent decision making on routine tasks and joint decision making along with the supervisor on other issues that arise.

Primary Working Contacts

Staff in federal programs, ASP school site staff, administrative center staff (especially payroll, purchasing, human resources, and student information systems departments), ASP parents/guardians, school site secretaries, and the public as needed to provide services.

Responsibility for Cash, Equipment, Safety

The ASP records manager is responsible for keeping track of confidential documentation (including electronic files) associated with secure student assessment and maintaining accountability for purchase orders, p-card, and securing other monies as required.

Supervision Received and Exercised

The ASP records manager is supervised by the director of 21st CCLC programs. Consults with, provides guidance, and assigns duties to other ASP classified and temporary staff.

Unusual Working Conditions

Workload may be stressful due to deadlines, compliance requirements, state audits, grant documentation requirements, and unusually high workloads during certain parts of the school year. May be required to adjust schedule to attend evening or weekend professional development and/or family engagement events and meetings.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Associate's degree in education, business administration, or a related field. Related experience may be substituted for degree requirement on a year to year basis.
2. A minimum of one (1) (or three (3), depending on education) year(s) of experience in the following areas: secretarial, office management or records management, payroll, and identification, purchasing, and distribution of materials.
3. Demonstrated understanding or experience working with diverse and high need families.
4. Experience and good skills communicating orally and in writing with diverse audiences employing tact and diplomacy.
5. Strict attention to detail, superior organizing strategies, and ability to prioritize tasks to meet deadlines.
6. Strong computer skills, both in office and educational settings, to include troubleshooting basic issues, running regular updates, loading and unloading apps.
7. Comprehensive record-keeping skills.
8. Experience and very good working skills in Excel, Word, PowerPoint, Outlook, and other Microsoft Office suite programs.
9. Must be self-motivated, able to work effectively in an environment where multi-tasking and prioritizing are essential.
10. Must be punctual and reliable, work well with others, and respond appropriately to constructive criticism.

The following is preferred:

1. Bachelor's degree in education, business administration, or a related field.
2. Three (3) or more years of secretarial, office management, or records management experience.
3. Experience planning and coordinating events.
4. Supervisory experience.
5. Experience in an educational work environment with a focus on assessment activities.
6. Knowledge of Federal Programs, related state regulations, and issues related to 21st CCLC Programs.
7. Knowledge and experience using PowerSchool Premier or other student information system.

8. Experience using Munis for payroll and purchasing processing.
9. Experience working with Mac, PC, and Chrome operating systems.
10. Experience and good skills in Google Drive (Docs, Sheets and Slides).
11. Experience in website editing.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.