

Masconomet Regional School District

WORK PERFORMANCE STANDARDS

POSITION TITLE: Business Support Services Assistant

SUPERVISOR: Superintendent or Designee

DATE OF PERFORMANCE STANDARDS: July 2017

PAY RATE: \$ 17.00 - \$20.00 per hour, based on experience

HOURS: Full time, year round, non-exempt hourly

QUALIFICATIONS:

Strong organizational skills, ability to multi-task, and detail oriented

Experience with computerized office systems

Demonstrated oral and written communication skills

Scheduling and bookkeeping experience preferred

Ability to handle complaints, answer questions, and resolve disputes in a professional, courteous manner

A. Facilities Use Coordination

- a. Ensures that all school activities (curricular, co-curricular, open houses, concerts, etc.) and black-out dates are noted/scheduled in the calendar for the year before committing to other group use of the facility.
- b. Responds to inquiries from applicants who want to use facilities during non-school hours (after school, evenings, weekends, vacation periods)
- c. Identifies applications that may for any reason fall outside the parameters of the School Committee Policy or for which there is a fee waiver request and report this to the Assistant Superintendent for further processing
- d. Oversees the application/approval process
 - i. Ensures application includes all required information
 - ii. Contacts appropriate school personnel, including the Director of Operations, IT Director, Athletic Directors, theater technical crew, Food Services Director, Principals, Assistant Superintendent, and any other administrator whose area of responsibility is affected and whose approval is needed
 - iii. Establishes fees, when applicable, within the guidelines set by School Committee policy. Forwards long-term usage requests to Assistant Superintendent for contract negotiations
 - iv. Once application is accepted or denied, contacts the applicant with decision; if the application is approved, notifies the applicant of the fee and insurance requirements and that the event will be scheduled upon receipt of payment and insurance coverage; if the application is denied, discusses the changes, if any, that would be required to approve the request
 - v. Once the event fee has been received, schedules the activity on the district-wide calendar

- e. Prior to the event commencing, submits an event briefing report to the Director of Operations, IT Director, Athletic Director, Food Services Director, Principals, and any other affected individuals, including the name and phone number for the contact person, the space and times rented by the group, any equipment or special arrangements required for the event, the initial meeting location, and any other pertinent data; encumbers funds for any non-employee workers or materials on a PO
 - f. Maintains a file for rental documentation and uses the online School Dude attachment features to manage and organize event bookings in one accessible place
 - g. Assures that proper data is sent to the central office for billing purposes, payroll, and accounts payable
 - h. Administers calendar of all after school events that involve district facilities and mediates any conflicts among users
 - i. Presents reports on usage, revenue, costs, and related issues
 - j. Is available in person or by telephone during scheduled events if district contact person (M.P.F.T) is not available
- B. User Fee Administration
- a. Processes user fee registrations
 - b. Maintains information in Access database
 - c. Prepares and distributes reports and team rosters
 - d. Processes deposits and refunds
- C. General Supply Inventory, Ordering, and Receiving
- a. Maintains an inventory and distributes supplies (computer, AV, general supplies, etc.)
 - b. Prepares purchase orders general supplies when needed
 - c. Receives and files all “receiver” copies of Purchase Orders for products that will be delivered to the District.
 - d. Checks in merchandise received from vendors and maintains a receiving log.
- D. Mail and Shipping
- a. Lift packages up to 50 pounds
 - b. Prepares outgoing packages for pick up and maintains a shipping log
 - c. Receives incoming mail, sorts it and delivers it daily
 - d. Prepares outgoing mail for pick up
 - e. Processes all bulk mailing, Federal Express and other special mailing and shipping requests
 - f. Maintains postage machine, shipping scales and other related equipment
 - g. Prepares purchase orders related to shipping, receiving, and mail
- E. Other
- a. Performs other projects and assignments as requested by the Assistant Superintendent