



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Student Services Specialist	Location:	Student Services
Reports To:	Director of Student Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma, some college preferred. Related work experience in business procedures and office practices, including managing grants preferred. Demonstrated experience in managing budgets and meeting compliance criteria to meet state requirements.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

The person who occupies this position shall possess excellent qualifications for working with spreadsheets to oversee budgets and expenses related to Student Services while exercising discretion and confidentiality. Routine procedures should be handled efficiently and accurately. This person must be able to perform duties under deadline pressures to meet the needs of the entire district; support (plan, organize, coordinate, and evaluate) projects that utilize federal, state, and private funding opportunities to benefit the educational excellence of the District's programs and goals. This person shall work cohesively with other departments and school sites to ensure smooth and timely delivery of instructional materials.

Qualifications

- Skilled computer applications, including word processing, spreadsheets, and other District software
- Possess basic skills in accounting and reporting procedures
- Ability to communicate effectively, orally and in writing
- Effective organizational, planning, communication and inter-personal skills
- Ability to attend to detail and ensure accuracy of data
- Ability to work both independently and as part of a team

Responsibilities and Requirements

- Conduct office routines under the direction of the responsible administrator
- Complete purchasing requisitions, project management documentation; order materials and supplies and monitor budgets including but not limited to state budgets, grants, contracts and/or purchasing; assist with fiscal planning and submission of expenses relating to grants
- Input Student Service related budgets into appropriate District and State software in alignment with state and federal grant compliance requirements; routinely track all expenditures and review and revise budgets as needed; seek reimbursement for all expenditures
- For all grant funded positions and Contracted Related Service Providers, use appropriate software to track salaries, Time & Effort logs, start/leave dates, and submit invoices for grant funded absences as well payment for third party providers
- Maintain accurate records and files of all required data for this position; including licensure and certification documents, program documents, staff professional development documentation, special education records, and other files as required by responsible administrator; coordinate for yearly destruction of department documents and student special education records in accordance to state and federal regulations
- Complete all Student Services requisitions using correct USFR account codes for all sites in the District accounting software; maintain purchase orders and work with vendors to resolve discrepancies as needed
- Maintain and organize all department capital inventory utilizing check-out log; communicate with sites about inventory needs; work with warehouse to coordinate timely delivery of inventory
- Assist with routine audits of IEP's for Least Restrictive Environment compliance and update State accordingly
- Responsible for the collection of reliable data, preparation and submission of all reports in a timely and accurate manner as required by the Department of Education for October 1 Census, Discipline Data, First Things First, and other reports as required by responsible administrator
- Monitor, schedule, and coordinate required health office and other emergency trainings; generate reports needed to maintain compliance
- Coordinate and lead meetings as assigned to support Student Services Department clerical team and other programs
- Perform other duties as assigned



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.