Overview: The Four Rivers Student Services Specialist is under the direction of the Principal and Dean of Students. The Student Services Specialist works in collaboration with the Administrative Asst. Lvl 2 and administration in areas of: parent communication, in-town student transport, meeting organization, travel accommodations, student attendance, extra-curricular activity logistics, facility rentals.

Duties and Responsibilities:
- Supports administration with travel arrangements and purchases
- Drives students to in-town locations using school vans
- Writes tardy slips
- Parent communication via SchoolMessenger, Facebook, reader board, and phone calls
- Call on past due accounts
- Assist with athletics-rosters, concession inventory, uniforms, equipment inventory, sports physical tracking
- Coordinates travel accommodations
- Handles all tasks related to rentals of the Family Education Center (scheduling, contracts, check-in & check-out)
- Keeps master calendar of all K-12 events
- Produces K-8 school calendar
- Builds rapport with staff, students and parents
- Running in-town errands
- Assist with Spirit Gear orders
- Assist with fall registration
- Facility access tracking
- Meeting coordination and logistics (ordering meals, setting up spaces, reserving facilities)
- Coordinating employee background checks
- Translating documents

Required Qualifications:
- High School Diploma and/or GED
- Minimum of 1 year office/clerical experience
- Proficiency in Google Suites and Microsoft.
- Ability to set and meet deadlines
- Driver’s License and clean driving record
- Ability to pass a Criminal Background Check
Preferred Qualifications:
• **Bilingual and Biliterate in Spanish**

Essential Characteristics:
• Organized and detail-oriented
• Collaborative
• Self-motivated and takes initiative
• Enjoys working with students and families
• Remains calm and thoughtful during difficult situations
• Meets deadlines
• Punctuality
• Positive disposition
• Effective communicator
• Desire to promote the mission and vision of Four Rivers

Attendance:
To be available during regular school hours and may occasionally be asked to modify schedule to accommodate school functions as needed.

Compensation:
• $11.50-$13.52/hr
• Paid Holidays
• Paid sick leave
• Medical, Dental and Vision insurance
• PERS retirement