



Job Description

Job Title: Clerk III-Curriculum & Instruction Program

Schedule: 8 hrs. per day, 12 months per year, About 260 days per year

Classification: Class 11

SUMMARY

Provide clerical assistance for the Curriculum and Instruction Department. This position includes the coordination and compliance of Title I, Title II, and Title IV federal grant functions. Coordinate professional learning events, conferences, workshops, and meetings. Assist the Curriculum and Instruction Department with day-to-day support and planning. Data entry, room scheduling, Synergy support, assisting the department secretary with record keeping, and preparing materials for Curriculum and Instruction Department supported events/activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Title I, II, IV
 - 1.1. Assist in managing all data, tracking, and reports related to compliance issues, including site monitoring reports and records related to program activities.
 - 1.2. Create and maintain databases; enter and retrieve data; assist in compiling survey results and tracking data.
 - 1.3. Coordinate and organize professional learning events, conferences, workshops, and meetings; make arrangements for presenters; maintain communication with speakers and participants; order, prepare and assemble event handouts and related supplies and materials; organize and supervise registration and event set-up; coordinate event timelines; assist in the review and compilation of sign-in sheets, workshop evaluations and perform follow-up activities.
 - 1.4. Prepare annual district Title I notification letters.
 - 1.5. Perform programmatic compliance checks for purchase orders; check in purchase orders upon receipt; tag items received as Title I, **II, and IV** for each school; file all Title I, **II, and IV** documentation for school purchases, and prepare routing slips for delivery of materials and equipment to Title I schools.
 - 1.6. Maintain a Title I, **II, and IV** Inventory for each school; prepare classroom-specific inventory sheets for each school; and reconcile school Title I Inventory records with District Office Inventory records.
 - 1.7. Collect and keep a record of parental involvement compliance materials and communication for all Title I schools, including Title I Compacts and Families' Right to Know letters.
 - 1.8. Collect and keep records of Private School consultations, compliance, and communication, including confirming David Douglas SD Private School students to receive Title I, **II, and IV** services.
 - 1.9. Work with Human Resources to collect and keep records of the Verification of Teacher and Paraprofessional Qualifications.
 - 1.10. Handle pay procedures for staff development instructors and presenters.
 - 1.11. Maintain online registration for in-district professional learning.
 - 1.12. Update and edit Staff Development/Curriculum Services/Federal Programs web information.



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- 1.13. Create, monitor, and maintain audit files for program compliance.
2. Curriculum and Instruction Department Support
 - 2.1. Assist in Elementary and Middle School Summer School registration, materials, and communication
 - 2.2. Create and maintain curriculum-based resources for print shop orders
 - 2.3. Order curriculum materials from Print Shop
 - 2.4. Operate poster maker to print materials for professional learning workshops
 - 2.5. Track First Aid program participants and ensure invoices are processed.
3. Office Management and Operations
 - 3.1. Perform general office duties, including but not limited to telephone/e-mail, mailing duties, preparation/editing of correspondence/reports, scheduling, general filing, and photocopying. .
 - 3.2. Demonstrate proficiency in using a computer for word processing, spreadsheets, and databases. Familiarity with all Google Apps (e.g., Google Docs, spreadsheet, forms, etc.)
 - 3.3. Assist principals, teachers, building secretaries, and community members and direct them to appropriate district personnel. Answer questions from staff and community as appropriate.
 - 3.4. Support department TOSAs in preparation for professional learning events.
 - 3.5. Assist with reserving and setting up meeting rooms.
 - 3.6. Deliver excellent customer service; work with people in a positive manner and demonstrate strong verbal and written communication skills.
 - 3.7. Exhibit excellent organizational skills and attention to detail.
4. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or equivalency; 1-2 years of experience is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems, including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members, and/or guardians.

MATHEMATICAL SKILLS



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Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications, including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail, and use scheduling software. Experience using Adobe Acrobat to edit or change documents.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

The position has some interaction primarily with those inside and outside the department to exchange factual information with Some (20-40%) responsibility for creation, development or design of new product, program, methods, system, procedures or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Positions assigned occasionally special creative projects are also to be rated at this level. Positions at this level have minimal impact and, expense or budgetary outcomes. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. Positions at this level have a minimal need or ability to analyze problem or concepts or make decisions on the information. Position has minimal influence on organization operations, programs. Ability to influence treatment outcomes is minimal. The ability to influence overall agency image is minimal. While "customer" contact is a part of the position, supervisory action would prevent or correct most



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issues. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.