



## David Douglas School District #40

### Classified Job Description

#### **SECRETARY III – OFFICE of ESL PROGRAM and EQUITY**

Schedule: 10 months per year  
Class: 14

#### **POSITION PURPOSE**

To provide secretarial, clerical, record keeping, and organizational services for the Office of ESL and Equity.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Represent the ESL and Equity Office by phone and personal contact with students, parents, district staff and the community
- Answer telephone calls, receive visitors and answer inquiries or refer to appropriate person, schedule appointments as necessary
- Clerical functions including filing, keeping payroll records, receiving and distributing mail in a timely fashion, assisting in preparation of reports
- Process budget requests, purchase orders and track monetary expenditures for Title III, ESL General Fund and any existing Competitive Grant Award budgets
- Maintain a variety of files and records
- Respond to routine questions from the general public according to established guidelines
- Assist schools, staff members and district liaisons in the registration of new families to the District
- Maintain an active interpreter list for the District, interview and initiate paperwork for interpreters; process and maintain contracts with outside interpretation agencies
- Communicate with district personnel, including administration, regarding interpretation and translation guidelines
- Process payroll documents for district interpreters and outside interpretation agencies
- Receive and process both interpretation and translation requests for the District; distribute and return in a timely manner
- Schedule K-12 Parent Teacher conferences with appropriate interpreters for obscure languages
- Support all schools with the scheduling and booking and/or access of interpreters as needed
- Work collaboratively with the district's Communication Supervisor to coordinate and complete interpretations and/or translations for district wide communication publication
- Assist in scheduling, preparation and coordination of ESL and Equity meetings and professional development workshops
- Order and maintain an inventory of Title III and ESL supplies, curriculum and instructional resources
- Process monthly payroll documents for certified and classified staff in the Office of ESL and Equity
- Maintain and update the district ESL Website on the district website in collaboration with the Academic Language TOSA and Director of ESL and Equity
- Maintain and update of ESL Database and Synergy records, including annual data entry, monthly monitoring of ESL reports and beginning/end of the year student record maintenance
- Create reports, including charts and graphs, based on ESL data and district online intervention programs (Imagine Learning, Rosetta Stone, etc.)
- Perform other duties, as assigned

**QUALIFICATIONS**

- High School diploma or equivalent
- Strong communication and language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation, keyboarding, and use of computer programs, specifically Word, Excel, Filemaker and Synergy; use of telephone, calculator, fax, copier and other office equipment
- Knowledge of accounting and bookkeeping procedures
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with district personnel, administration, parents and students
- Ability to remain flexible and work with frequent interruptions
- Preference given to those who are bilingual and biliterate in a language common to the District

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.