



Classification Summary

Facilitates the smooth coordination of an educational support program such as Curriculum, Federal, Natives or Staff Development. Assists in administration of an educational support program by documenting actions of supervisor, maintaining currency and validity of books and records, and using communications and organizational skills to attend to details and thus free superior of time-consuming details. Performs research and data compilation tasks as assigned by superior.

Distinguishing Characteristics

Distinguished by the amount of independent prioritization and scheduling of assigned work areas. Applies thorough knowledge about the coordination of a specific program, rather than a broader and less detailed knowledge about activities of a number of departments or general clerical and secretarial procedures.

Supervisory Relationships

1. Reports to one or more Program Administrators.
2. The position does not supervise a clerical subordinate but may assign and review work of temporary help or student assistants.

Examples of Duties

1. Provide program information, assistance and referral in response to inquiries from students, parents, staff, and public.
2. Keep detailed records of total program budget and expenditures for multiple accounts. order supplies, type purchase orders, assign account numbers, and balance each account monthly.
3. Monitor, post and process time sheets and mileage records of employees involved in the administration of the assigned program.
4. Assist in the compilation and preparation of necessary statistics and information for proposal, budget and final reports to federal government.
5. Schedule and arrange details for conferences, committee meetings, workshops and other events. Notify participants; type and mail agendas. Solicit hosts or sponsors. Order projectors, chart boards, publications, transportation, meals, or lodging as necessary. Duplicate, collate, bind or otherwise prepare supplies, handbooks, surveys, informational bulletins or other workshop materials. Take minutes at meetings; type, and distribute to participants.
6. Solve problems of data discrepancy, program participant difficulties, unpaid bills, back-ordered supplies, and other interruptions in the normal work flow.
7. When necessary, design new forms to record statistics pertaining to program activities.
8. Train, assign and review work of temporary workers or student assistants.
9. Assist co-workers with relief of telephone and receptionist duties as requested.
10. Take dictation, type letters, memos, reports, surveys and papers as directed by supervisor.
11. Maintain an accurate and up-to-date filing system using both a computer database or spreadsheet program and a conventional document filing system. Assure the confidentiality of student or staff records is preserved.
12. Perform computations from statistical data and prepare into diagram or report format. Gather data for the preparation of federal, state or District reporting requirements.
13. Compile information for content of handbooks, brochures, newsletters, flyers and other publications. Assemble text, graphics, and artwork; lay out for printing; submit printing order and receive, review and approve complete work.

14. Execute complex step-by-step processes to facilitate the operations of the program to which assigned, such as the annual competency testing of 9,000 students, District Spelling Contest, Poker, Walk/Run, Education Celebration, and other educational support activities.
15. Maintains regular and prompt attendance.
16. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to learn and apply detailed knowledge of the procedures involved in the administration of an assigned program.
2. Ability to communicate effectively with a diverse public both orally and in writing.
3. Highly developed organizational and public relations skills.
4. Initiative and ability to work independently.
5. Ability to work under the pressure of deadlines. Ability to work with frequent interruption and to preserve an orderly status of assignments during times of unusually high workload.
6. Knowledge of the application of modern bookkeeping methods and ability to maintain accurate record of complex account activity.
7. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)

Minimum Qualifications for Class Entry

1. Two years of experience in clerical or secretarial work which has included application of bookkeeping procedures.
2. Demonstrated competence in typing, shorthand and transcription.

Work Environment

Works in an office setting at the Education Center.