

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DISTRICT ELD and INTERVENTION PROGRAM SECRETARY / ADMINISTRATIVE ASSISTANT**
Department: School Site/Administrative Office
Reports to: Intervention Program Specialist/Site Administrator

SUMMARY:

Under the direction of the Intervention Program Specialist and/or site administrator, works as a District secretary in support of English Language Development (ELD) and Intervention programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Directly responsible for preparing, processing and maintaining ELD and Intervention files for the district
- * Performs both secretarial/administrative assistant and clerical duties
- * Gives information and assistance to teachers regarding district ELD/Intervention policies, school procedures, supplies, forms, schedules and events
- * Inputs information on student data management system regarding ELD students
- * Distributes materials and information to teachers, students, and other staff members and ensures timely responses regarding ELD/Intervention students
- * Performs a wide variety of tasks which involves the ELD/Intervention office
- * Completes, processes, reviews and verifies various forms, reports, records and other material for accuracy and conformity with established CDE standards
- * Types a variety of materials in Spanish and English, translating as necessary
- * Contacts English and Spanish speaking parents
- * Answers the telephone & takes messages as needed
- * Sets up meetings and training for staff
- * Works with staff to maintain progress records of students in the ELD/Intervention program
- * Orders and inventories supplies and performs secretarial work as needed
- * Orders and manages CELDT tests and data
- * Performs other related duties as assigned.

QUALIFICATIONS:

Ability to follow directions accurately, word process, speaks, reads, and writes Spanish, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationship with adults. Proficient with data management or spreadsheet systems.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

OTHER SKILLS AND ABILITIES:

Ability to follow oral and written directions and take initiative. Maintain effective working relationships with children, staff and the public. Letter and report writing, financial and general record keeping, business English and Spanish. Student cumulative folders. Knowledge of bilingual education, letter and report writing. Ability to operate common office machines.

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to speak effectively to students, staff and parents in both English and Spanish.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and 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.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and student. The employee frequently will be required to meet multiple demands from several people.