

ST. TAMMANY SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Title II Professional Development Support Clerk II (FSLA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
 2. High School Diploma
 3. Ability to type at least 40 words per minute

REPORTS TO: Supervisor of Federal Programs

JOB SUMMARY:

This work involves the performance of complex and important clerical operations to provide direct support to schools and their professional development activities and requires the exercise of judgment based upon knowledge gained through experience. Such decisions made, however, are in accordance with established precedents or federal program departmental policies. The variety and difficulty of the work differs among positions; but, where work is routine, there is an added responsibility for finality of action and the more difficult and important work is performed under closer supervision. In all cases, advice and assistance are available in handling unusually difficult or important matters.

ESSENTIAL JOB FUNCTIONS:

1. Directly assist public and private schools in all aspects of tracking their Title II spending through direct assistance in preparing timesheets, reimbursement requests, purchase orders, substitute reporting forms, and all other documentation necessary for processing prior to sending to the District office.
2. Perform programmatic compliance checks for requested purchase orders; type Title II purchase orders; check in purchase orders upon receipt; tag items received as Title II; file all Title II documentation for purchases, and prepare routing slips for delivery of materials to schools.
3. Check all timesheets for compliance with Title II programs; ensure all logs, agendas, sign-in sheets, conference registration, and other necessary documentation are attached for processing; copy all school Title II timesheets, travel paperwork, and documentation and file for programmatic audits prior to submitting to the District office.
4. Check all Title II reimbursement requests for original receipts, copy of school check, agendas, invitations, sign-in sheets, transcripts, fee bills, and other required documentation for compliance with Title II regulations prior to submitting to the District office.
5. Verify payroll for Title II monthly.
6. Enter and track professional development through Go Sign Me Up database. Provide assistance to school personnel with their professional development needs and scheduling. Maintain and file paperwork and documentation for district and school professional development activities.
7. Type, copy, collate, and prepare updated packets for schools to ensure compliance with federal regulations.
8. Type and copy personnel recommendations and submit to supervisor and District office for approval.
9. Type memos, reports, and other Title II correspondence.
10. Prepare, copy, and distribute professional development materials and communication for all schools.
11. Examine Title II private school applications and determine compliance with laws, rules and regulations required by Title II; report discrepancies to supervisor or follow up in person and by correspondence to obtain further information.
12. Answer telephone inquiries from schools, route visitors and calls, secure and give out information to the public in reference to federal services, policies, or regulations.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervision may be exercised over a few employees assisting with routine details.
2. Performs such other office duties in support of Title II programs as may be assigned.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry file boxes, equipment delivery boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must be able to handle numerous duties:
 - a. Fine Motor Skills
 - i. Typing
 - ii. Copying
 - iii. Adding machine
 - iv. Computer
 - v. Filing
 - vi. Binding
 - vii. Writing
 - b. Grasping
 - i. Manuals
 - ii. Boxes
 - iii. Journal

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and
Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Social Security Number

White – Personnel Dept.

Yellow – Supervisor

Pink – Employee