



Fremont Union High School District
Position: Teaching and Learning Support Specialist

Department/Site:	District Office/Teaching & Learning	Range	113
Reports to/Evaluated by:	Teaching and Learning Administrator	Work Year	245
		Months	12

Under the supervision of the Teaching and Learning administrator, provides clerical, technical, and logistics support to the General Education Department, Data Analysts, and Enrichment Programs. Operates with a commitment to serving the needs of students, teachers, administrators and the public, while maintaining the policies and procedures of the Fremont Union High School District. Maintains a high-quality customer- service stance at all times and works effectively with people representing diverse cultures, perspectives and needs.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. Excellent communications skills are essential, with a strong “customer-service” orientation. Given the time sensitive nature of many tasks and the various Teaching and Learning programs supported by this position, organization skills and the ability to remain calm under pressure are highly valued. This description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but it is intended to accurately reflect the principal job elements.

Provides “front-line” administrative and financial support to Teaching and Learning administrators:

- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of school and district programs, practices, and policies.
- Manages multiple business and academic calendars, schedules meetings/appointments, events and activities; prioritizes workload and sets project deadlines; manages invitations, agendas, materials, logistics, transportation and catering.
- Produces, edits, and distributes district-wide outreach correspondence, memoranda, brochures, and publications.
- Updates and posts on the District website.
- Submits Board agenda and memorandums.
- Assists in development and monitors department budgets; analyzes monthly spending budgets for discrepancies, extracts financial data to provide multi-year analysis; works closely with Accounting to resolve discrepancies. Tracks expenses and documentation for grant submission.
- Generates purchase requisitions; tracks and approves purchases, ensures expenses are within budget. Approves and assigns appropriate financial coding for reimbursements and timesheets.
- Manages conference requests including registrations, accommodations, transportation, and reimbursements for individuals and groups.
- Creates and manages complex Google and macro-based spreadsheets; grants/limits user rights.
- Creates customized routed forms for registration and payroll including enrollment forms and timesheets.
- Processes transcript requests; manages unclaimed diplomas; orders diplomas; coordinates and assists in graduation ceremony.

Provides logistical support to the Teaching and Learning department and a variety of district-wide programs such as, but not limited to, New Teacher Support, ELD, Guidance, CTE, Summer School, and district-wide professional development series:

- Receives, handles, and stores private student information; ensures security of information and controls access; maintains the confidentiality of all information.
- Manages administration of district-wide testing. Assists in proctor recruitment, hiring and training, assignments, logistics/facilities and rental equipment. Manages stipends for budgetary and payroll purposes. Manages exam registration, payment and refund processes. Manages confidential test score requests for current and former students to other districts.
- Obtains bids from multiple vendors to secure cost-effective contracts (e.g. bus transportation, venues, conference accommodations, and catering).
- Manage logistics for District-wide Professional Development workshops.

Granted Data Analyst permissions to support DO Data Team:

- Maintains student data files on multiple databases; ensures data integrity; regularly runs error check reports ensures data integrity and accuracy.
- Downloads and maintains assessment score reports from multiple sources.
- Works directly with users to design ad hoc reports; programs queries on financial and student databases. Trains users on various systems. Assists with Schoology onboarding.
- Manipulates complex spreadsheet databases using macros, function coding and data analysis to produce customized reports for special projects.
- Manages and leads district-wide intervention programs such Summer Academy, SIG, ELD Academy, Allies, Eighth Block, Work Experience Education, Remote EXCEL, Independent Study Program
- Creates/deletes enrollments and sections in all calendars; assigns teachers and rooms; balances classes based on gender, grade level; manages all schedule and enrollment changes. Opens/closes grading windows; post semester grades to transcript; runs grade report; updates transcripts; queries to evaluate graduation eligibility; orders diplomas; coordinates and assists in graduation ceremony.
- Collects and enters state mandated reporting data (e.g. School Accountability Report).
- Extracts and compiles student data used to manage academic achievement awards programs such as State Seal of Biliteracy Program, California Golden State Merit Seal Awards, and CTE Certificates of Completion.
- Processes transcript requests; manages unclaimed diplomas.

Coordinates with Coordinator of Academic Intervention to autonomously manage district-wide enrichment programs such as College Planning Workshop, College Essay Workshop, Summer Intensive Geometry.

- Manages the entire registration process including outreach, creating schedule/course offering, course materials and evaluation and decisions on scholarship eligibility.
- Manages third party contracts for money collection, publications and registration, includes access to third party database

Coordinates with Bond Technology Program administrator to oversee bond-related and district-wide technology subscriptions, renewals, contracts, expenses, and purchase orders. Maintains site-specific and district coding and apportionments.

Qualifications

Knowledge and Abilities:

- High level English, grammar, spelling, composition and vocabulary;

- Must be able to work independently with little direction.
- Requires knowledge of clerical practices, specialized office procedures, filing, record keeping, receptionist and telephone techniques and etiquette. Must be able to perform clerical and secretarial work with speed and accuracy.
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires knowledge of computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, and database software used in education for data entry and retrieval. Must be able to operate a variety of office equipment, such as microcomputers, printers, copiers, and calculators.
- Requires business mathematics skills to compute sums and compile statistics.
- Requires sufficient skill in using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare common, yet professional correspondence and standardized reports.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to access and conduct research of archived student records.
- Requires knowledge of District, state, and federal policies and procedures and standing instructions, including those regarding student information such as record retention requirements and privacy.

Advanced Skill in/Desired Experience:

- Ability to juggle multiple tasks and make critical decisions independently with consideration of audience, budgets and impact.
- Analytical work and data entry in large, longitudinal data warehouse systems
- Formulating and running queries in large relational databases, especially Student Information Systems
- Familiarity with procedures, policies and practices in California high schools related to course taking, testing, grading, attendance, etc.
- Familiarity with high school testing program – preparations, administration and processing for large scale state tests such as Physical Fitness, ELCAP, CAASPP, PSAT, SAT, ACT, Advanced Placement and college admission exams
- Experience in the following areas is of particular note:
 - Infinite Campus or a similar Student Information System
 - CALPADS
 - School Accountability Report Cards (SARC's)
 - Unified Insights or a similar data warehouse/assessment system
 - Finalsite or similar website hosting
 - Facilitron or similar facilities system
 - Analytic or similar human resources and financial systems
 - Google Suite
 - Data Extract Utilities
 - Ablebits
 - QCC or similar financial and budgetary system
 - Informed K12 or similar form routing system
 - Adobe, including creating and routing forms
 - Database management and querying using SQL or other programming language

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Requires sufficient strength to carry heavy weight (max. 40 lbs.) materials and supplies.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School diploma or equivalent supplemented by four years of increasingly responsible clerical and record-keeping experience including two years experience in maintaining student records.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.