



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: **ADMINISTRATIVE ASSISTANT TO ELD COORDINATOR**

REPORTS TO: English Language Department/ Title III Coordinator

QUALIFICATIONS:

- High School diploma or GED.
- Fully bilingual English / Spanish
- Experience as a secretary or equivalent work; demonstrated knowledge of office procedures and current technology; typing/keyboarding, general accounting procedures, Excel, and other secretarial skills.
- Experience with PowerSchool and ELLevation is a plus
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB DESCRIPTION:

The Administrative Assistant to the District ELD Coordinator provides critical clerical and administrative support to ensure the effective implementation of the Title III program. This role is responsible for maintaining accurate records, supporting compliance with federal and district regulations, assisting with communication to families and schools, and facilitating efficient operations within the ELD department. The assistant works closely with school staff, administrators, and external partners to support the needs of English Learners and their families, while demonstrating professionalism, discretion and a commitment to student success.

ESSENTIAL JOB FUNCTIONS:

- Support the ELD Coordinator in preparing, editing, and submitting required Title II reports by established deadlines
- Maintain and organize accurate records of Title III student data using PowerSchool, ELLevation, and coordination with school data managers
- Track, update, and report Title III inventory in collaboration with bookkeepers and fixed asset coordinators
- Assist in the perception, formatting, and distribution of the Annual Title III Handbook and program forms
- Ensure all Title III program documentation is current, organized, and disseminated appropriately
- Process purchase requisitions, track budgets, and maintain accurate account records for the Title III program
- Maintain up-to-date filing systems and records related to ELD students, programs, and compliance requirements
- Provide front-line support for visitors and families seeking information about the Title III program
- Respond to phone and in-person inquiries professionally and route calls or messages as needed
- Assist with the evaluation and reporting of program data to support continuous improvement
- Adhere to all federal guidelines, district policies, and confidentiality protocols regarding student and program information
- Demonstrate ethical conduct, professionalism, and a commitment to ongoing personal development
- Perform additional duties as assigned by the ELD Coordinator or Superintendent to support program operations

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger

dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require an extensive background check.