MOORE PUBLIC SCHOOLS

Job Title: **Professional Learning and Program Compliance Clerk**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 2-3 years of secretarial experience working in a school setting is preferred. Minimum of 2 years with computer experience using word processing, databases, and spreadsheets. Experience with Microsoft 365 preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. May compose some correspondence.

Software Program Navigation: With basic introductory training, can navigate a variety of curriculum software programs, performing basic functions such as downloading usage reports and forwarding those reports to stakeholders.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers, laminators, and calculators.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing.

Site: **Administrative Service Center**

Reports To: **Assistant Superintendent of Curriculum and Instruction**

Job Goal (Purpose of Position): Performs secretarial/clerical duties under limited supervision to assist the Assistant Superintendent and Professional Development Committee in the efficient functioning of the Professional Development Committee. Monitors the usage professional development software and other curriculum programs for the district.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by email, telephone, or in-person with the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires the following safety guidelines and policies to reduce accident, injury or further illness to self and others. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Monitors all PD software and mandatory points earned by certified personnel. Upload and download excel spreadsheets containing professional development participants as well as update electronic transcripts for each employee.

2. At the beginning of each school year, works with the Personnel Department to update all electronic files (new teachers, name changes, leave of absence, or resignations). Continually updates personnel file throughout the year.

3. Creates and enters workshops and trainings into the professional development software program. Compiles and disseminates workshop information for up-coming Professional Development workshops within each building. Prepares materials, sets up place for workshop to be held has all necessary equipment and materials ready and at building where workshop is to be held, etc. Creates and distributes PD Completion Certificates to participants.

4. Runs deficiency reports each month and emails those reports to department supervisors.

5. Downloads usage reports for curriculum software programs. Compiles those reports and submits those to the appropriate curriculum content coordinator and Assistant Superintendent of Curriculum and Instruction.

6. Records annual Needs Assessment, Professional Development Plan, correspondence and other records needed by the department.

7. Types the minutes of each Professional Development Committee meeting and sends out the minutes to each committee member and network representative the following day.

8. Performs other duties as assigned by the Assistant Superintendent or Professional Development Committee Chairperson.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone. Must be able to retrieve and carry boxes of copy paper and other equipment from storage weighing up to 50-60 pounds occasionally.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08/09/1993
Revised 1998-99 Negotiated Contract
Revised 11/27/2000
Revised 06/12/2017
Revised 01/08/2024
Revised 2024-25 Negotiated Contract