COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL PROGRAMS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in duties in support of an assigned school; monitor and maintain program budgets; prepare complex reports as required by District, County, State or federal regulations; maintain and assure accuracy of various financial and statistical records and reports; answer phones and greet and assist parents, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform technical clerical responsibilities related to assigned function such as school improvement, Title I or other special categorical funded program; compile information from a variety of sources and prepare complex reports as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain information; maintain and assure accuracy of various financial and statistical records and reports.

Perform a variety of technical clerical duties in support of an assigned school program including typing, filing, duplicating and distributing materials; prepare, format, proofread records, reports or related materials; establish and maintain filing systems; process a variety of forms, packets and applications; create flyers and certificates.

Prepare and maintain various files, calendars, schedules, materials and other tasks as assigned; review and verify accuracy and completeness of various documents; prepare a variety of routine reports as directed; verify and process forms and applications as needed to assure documentation is compliant with Title I program rules and regulations.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; distribute supplies and materials; contact vendors to obtain quotations; prepare purchase or work requisition orders as assigned; check invoices to assure accuracy of supply items received; maintain related records and communicate with other departments regarding invoices and payments.

Compose correspondence from rough drafts or verbal instructions as assigned; establish and maintain filing systems; type and input data into an assigned computer system including reports, memoranda, records, lists, orders, documents and related data; perform research and compile information for assigned administrator as required.

Monitor and maintain office or program budgets according to established guidelines; generate various computerized lists and reports as requested; assure accuracy of input and output data; monitor account balances, budget transfers and record expenditures as directed; prepare budget transfers as directed; prepare personnel action forms for extra duty pay and compute related benefits.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, substitutes, attendance, staff, projects and assigned duties.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, projector, computer and assigned software; assure proper maintenance of equipment; perform basic non-technical maintenance on assigned office equipment; arrange for repairs as needed.

Communicate with administrators, staff, personnel parents, and outside agencies to exchange information and resolve issues or concerns.

Collect and account for various monies and fees for assigned program as required, maintain related accounting records and communicate with other departments regarding invoices and payments.

Schedule and arrange various activities such as assemblies, field trips, conferences, school site council meetings, and others as assigned; maintain calendars; attend and participate in meetings, conferences and in-services; prepare meeting materials and agendas; coordinate schedules and communicate with others regarding meetings and appointments; take meeting minutes as directed; may be required to drive a vehicle to conduct work as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Policies and objectives of assigned program and activities.
District organization, operations, regulations, policies and objectives related to position.
Record-keeping and report writing techniques.
Applicable laws, codes, regulations, policies and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer and assigned software.
Basic arithmetic.

ABILITY TO:
Perform a variety of responsible and technical clerical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact in support of an assigned school office or program.
Answer telephones and greet the public courteously.
Learn school and program objectives, policies, procedures and goals.
Type and enter data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Process registration forms and enrollment applications.
Make arithmetic computations with speed and accuracy.

Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: Two years of clerical experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and/or written proficiency test in a designated second language**.**

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.