

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
BTSA PROGRAM ASSISTANT**

DEFINITION:

Under general supervision, professionally represent and assist in executing the goals and objectives of the Beginning Teacher Support and Assessment (BTSA) Program. Perform a variety of specialized and technical duties. Maintain collaborative working relationships with regional participants and constituents.

QUALIFICATIONS:

- High school education or equivalent and minimum of five years responsible secretarial experience
- Experience working in schools and/or an educational setting.
- Typing and computer skills at a level necessary for expected job performance

Knowledge of:

English usage, spelling, grammar, and punctuation; standard office machines, and equipment; software and technology for job efficiency and progression; numerical, alphabetical, and electronic filing systems.
Teacher credentialing in California.

Ability to:

Learn and apply standard office procedures and operate modern office equipment skillfully and efficiently; perform routine general office and clerical work with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships; arrange workshops and trainings with minimal direction.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Minimum of five years experience with increasingly responsible, specialized, and technical duties in an office environment.
Experience in an educational office setting.

EDUCATION:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of technical and complex secretarial duties.
- Serve as the individual BTSA program receptionist, greeting, and directing individuals.
- Receive, sort, and screen individual department incoming and outgoing mail. Screen and direct telephone calls, giving information and composing replies to those items that do not require administrative attention.
- Create a variety of materials and publications from oral directions rough drafts, handwritten notes or charts using a variety of software.
- Compose and prepare a variety of correspondence, documents, and forms
- Establish and maintain filing and record keeping systems including databases. Revise as necessary.
- Develop and prepare materials for duplication and printing.
- Ability to operate a variety of office machines and equipment; use software and technology to do job most efficiently.
- Prepare purchase orders and maintain inventory of office supplies and materials.
- Make arrangements for travel, meetings, and professional development. May attend meetings when necessary.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Compile, develop, monitor, and review a variety of reports and statistical data required for BTSA program regulations.
- Ability to understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.)
- Ability to deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Ability to understand long-term and short-term goals of the BTSA program.
- Serve as backup to receptionist as requested.
- Prepare budgetary materials and annual reports. Coordinate funding disbursements and disseminate funding information.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of

work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.