

TEHAMA COUNTY DEPARTMENT OF EDUCATION

EDUCATIONAL SUPPORT SERVICES PROGRAM ASSISTANT

DEFINITION:

Under general supervision, professionally represent and assist in executing the goals and objectives of the Educational Support Services Department. Perform a variety of specialized and technical duties and maintain a collaborative working relationship with district and school personnel.

QUALIFICATIONS AND REQUIREMENTS:

- High school education or equivalent
- Three years responsible secretarial experience desirable
- Typing and computer skills at a level necessary for expected job performance
- Experience working in schools and/or other educational setting desirable

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 complex secretarial duties related to the assigned department (including ESS grant funded programs).
- Oversee and monitor the work and duties of other ESS support staff.
- Serve as backup to receptionist and mail clerk as requested.
- Serve as the ESS lead receptionist, greeting and directing individuals and telephone calls. Screen and direct telephone calls giving information and composing replies to those items that do not require administrative attention.
- Receive, sort, and screen department mail, composing replies to those items that do not require administrative attention. Prepare outgoing mail.
- Prepare and process a variety of correspondence, documents, and forms.
- Establish and maintain filing and record keeping systems, including databases.
- Prepare purchase orders, maintain inventory of office supplies and materials.
- Prepare materials and assist in the arrangements for meetings including flyers, nametags, making logistical arrangements for facility, food, and other related tasks for regional and county-wide meetings, trainings, and conferences, (such as: Art Celebration, Science Fair, Author Visit, Principal Network Meetings, etc.)
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Monitor and track income and payments in relation to the grant protocols and other ESS business agreements.
- Create and manage district agreements, short term contracts and independent contracts.
- Develop invoices and requisitions for the ESS Department in accordance with TCDE Business Office protocols.

- Prepare specialized ESS documents, such as brochures and booklets using proper technology.
- Assist in making arrangements for travel, meetings and professional development. May attend meetings when necessary.
- Assist supervisor in preparing budgetary materials and annual reports. Coordinate funding disbursements and disseminate funding information.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

KNOWLEDGE OF AND ABILITY TO:

- Understand modern office practices and procedures and operate office equipment skillfully and efficiently.
- Execute proper English usage, spelling, and punctuation.
- Understand and follow oral and written directions.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, FileMaker Pro, Excel, etc).
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Understand and operate numerical, alphabetical and electronic filing systems.
- Collect and organize data from a variety of different sources with supervision.
- Understand and implement the short and long term mission and goals of ESS grants.
- Arrange workshops and training with minimal direction.

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