



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

CATEGORICAL PROGRAM ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assists with the interpretation of District, State, and federal policy, regulations, program goals, and objectives pertaining to categorical programs and services; perform a wide variety of general clerical duties to support categorically funded programs and services, of average difficulty perform simple accounting and maintain fiscally-related clerical functions pertaining to categorical programs and services; assist with general clerical and accounting functions; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of clerical accounting duties in support of categorical/assigned accounts and functions such as accounts payable, accounts receivable and purchasing.
- Process and verify various financial forms and documents according to legal mandates, policies, and operational guidelines to support categorically funded programs; assist with balancing assigned accounts as directed at a school site.
- Assists in the compilation, preparation, and maintenance of confidential information for categorical programs effectiveness, which may include personnel, student records, and/or data.
- Assist with the planning, preparation, delivery, and compilation of categorical or non-categorically funded Parent Involvement at the school site.
- Assist with the preparation and collection of data relating to the annual Title I or EIA/SCE Parent Needs Assessment.
- Act as a resource and assist parents and/or teachers in the understanding of categorical programs and services regulations, program goals, and objectives. Compile information and prepare statistical records, budgetary reports and summaries pertaining to categorically funded programs and financially related transactions as a reference for parents, staff, and others.
- Contact parents, schedule appointments receive visitors and maintain a log regarding questions and requests of information pertaining to categorical programs; compose letters to parents informing of supplementary support relating to categorically funded programs and services to increase student achievement. Supports parent engagement by performing follow up on attendance for scheduled parent involvement and student support programs.
- Maintain an inventory of supplemental categorically funded equipment and instructional materials.
- Assists in providing fiscal information to staff, parents, and others pertaining to categorically funded budget matters, issues, and concerns.
- Assist with creating, implementing, and monitoring general fund budget.
- Assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices.
- Receive money, prepare receipts for bank deposits and reconcile assigned accounts.
- May provide contacts and schedules for services as needed for site program activities.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods, procedures, and techniques.
- Methods, practices, and procedures pertaining to accounting and fiscally-related record management systems.
- Standard office machines and equipment, including computers.
- Accounting and fiscal record management systems.
- Automated record storage, retrieval, and management systems.
- Time management and organizational skills.

ABILITY TO:

- Perform general clerical work, of average difficulty, with speed and accuracy.
- Perform simple accounting and fiscally-related clerical functions.
- Prepare and review financial reports, records, and related summaries.
- Make simple mathematical calculations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Remain flexible and work in an environment with frequent interruptions and changes in task priorities.
- Operate a computer and use appropriate software applications effectively.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

One year of increasingly responsible experience in fiscal record management and computer assisted accounting processes and one year of experience performing varied general office/ clerical functions. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Coursework in basic computer applications, data entry, record management, and general office practices is preferred; knowledge of computer software including Microsoft Office is preferred, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, fast-paced office environment.

PHYSICAL ELEMENTS:

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

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time but may walk or stand for brief periods of time will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

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

POTENTIAL HAZARDS:

N/A

Revision Date: 2/1/2024