

CATEGORICAL PROJECT CLERK

ELEMENTARY AND MIDDLE SCHOOLS (Funded 65% LCFF and 35% Title I)

DEFINITION

Under the general supervision of an Administrator and/or the Senior Director of Categorical Programs and Services, assists with the interpretation of District, State, and Federal policy, regulations, program goals and objectives pertaining to categorical programs and services; performs a wide variety of general clerical duties to support categorically funded programs and services, of average difficulty, with speed and accuracy; performs simple accounting and maintains fiscally-related clerical functions pertaining to categorical programs and services; Assists with general clerical and accounting functions; performs other related categorical programs duties as required and/or assigned.

Title I ESSENTIAL DUTIES (35%)

- Acts as a resource and assists parents and/or teachers in the understanding of categorical programs and services regulations, program goals and objectives.
- Assists in the compilation, preparation and maintenance of confidential information for categorical programs effectiveness, which may include personnel, student records and/or data regarding, but not limited to:
 - Supplemental Educational Services
 - Response to Intervention (Tier II and Tier III)
 - Before and after school site level intervention programs for at-risk students
 - Saturday intervention programs for at-risk students
 - Categorically funded supplemental personnel
- Assists with the planning, preparation, delivery and compilation of categorically funded Parent Involvement.
- Assists with the preparation and collection of results relating to the annual Title I or EIA/SCE Parent Needs Assessment.
- Contacts parents, schedules appointments, receives visitors, and maintains a log regarding questions and requests of information pertaining to categorical programs and services:
 - Acts as a resource and provides parents and/or teachers information about and registration for:
 - site and district parent involvement trainings and meetings and site and district advisory committee activities
 - before and after school site student intervention programs
 - other related program and community services available for at risk students as requested
 - contacts parents and students and follows up on attendance for scheduled parent involvement and student support programs
 - provides interpretation/translation contacts and schedules for such services as needed for site program activities

- Maintains an inventory of supplemental categorically funded equipment and instructional materials:
 - Acts as a resource and provides assistance to staff regarding supplemental materials and/or equipment available to close the achievement gap in ELA and/or Math.
 - Acts as a resource to parents and provides assistance regarding supplemental parent materials and/or equipment available for checkout to assist parents with supporting their student to increase academic performance in ELA and/or Math.
 - Acts as a resource to students and provides assistance regarding supplemental student materials and/or equipment for checkout to increase academic performance in ELA and/or Math.
- Independently composes parent letters and memoranda that inform parents of supplemental support relating to categorically funded programs and services to increase student achievement listed, but not limited to:
 - Supplemental Educational Services
 - Response to Intervention (Tier II and Tier III)
 - Before and after school intervention programs for at-risk students
 - Saturday intervention programs for at-risk students
 - Parent Involvement
 - Parent Survey
 - Staff Needs Assessment
 - Professional Development
- Assists in providing fiscal information to staff, parents, and others pertaining to categorically funded matters, issues and concerns.

OTHER ESSENTIAL DUTIES

- Performs a variety of categorical clerical tasks to assist administrators and teachers in the compilation of pre/post assessment data of students in categorically funded supplemental programs and services, that includes typing, keyboarding, data entry, proofreading, filing, and record keeping listed, but not limited to:
 - Supplemental Educational Services
 - Response to Intervention (Tier II and Tier III)
 - Before and after school intervention programs for at-risk and EL students
 - Saturday intervention programs for at-risk and EL students
 - Parent Involvement (Title I or EIA/SCE; Non-Title I; LEP)
 - Parent Survey (Title I; Non-Title I; LEP)
 - Staff Needs Assessment (Title I or EIA/SCE; Non-Title I; LEP)
 - Professional Development (i.e. EL; SWD; ELA; Math; etc.)
 - Categorically funded personnel (Title I or EIA/SCE; LEP)
- Compiles information and prepares statistical records, budgetary reports and summaries pertaining to categorically funded programs as a reference for parents, staff, and others which includes, but not limited to:
 - Maintaining and verifying categorical balances and adjustments

- Assists with creating, implementing, and monitoring general fund budget
- Assists the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices.
- Assists in the preparation and maintenance of permanent student records, including the record of grades, test scores, attendance information and a variety of confidential information
- Assists in the processing of student transcripts, records, and registrations
- Receives money and prepares receipts for bank deposits

QUALIFICATIONS

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 computer terminals and micro-computers; manual and computer-assisted accounting and fiscal record management systems; automated record storage, retrieval and management systems.

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 in oral and written form*; understand and follow oral and written directions; establish and maintain cooperative working relationships; remain flexible and work in a multitask environment with frequent interruptions and changes in task priorities; effectively operate a micro-computer and use appropriate software applications.

****BILINGUAL positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.**

PHYSICAL DEMANDS

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

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended 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 written and 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.

EXPERIENCE AND EDUCATION

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; course work in basic computer applications, data entry, record management and general office practices is preferred.

Education: Verification of a High School Diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.