

**Job Summary:**

The job of Teacher Induction Program Assistant is done for the purpose/s of assisting the Teacher Induction Program Specialist in performing the clerical and secretarial tasks that maintain the program within the state guidelines to continue to receive funding as an induction program. The person in this position greets clients and visitors to the Teacher Induction program's facility in order to help them feel welcome and supported. They accept induction documents to assist clients with program requirements. They assist in the creation and production of program documents for the purpose of disseminating program information. They input, update, and retrieve data from the program database to maintain information, records, and reports. They assist teachers and teacher candidates in processing documents needed to make application for appropriate credentials. Under the supervision of the Teacher Induction Program Specialist, they maintain induction and credential files; lists of induction participants and their mentors; induction program eligibility and progress records; and forms needed for teachers' credential application, completion, and submission. They complete all of the above tasks in a timely and efficient manner in order to meet program deadlines. Above all, they achieve all tasks while maintaining the confidentiality of the program clientele.

**Essential Functions:**

- ▶ Accepts induction documents for the purpose of assisting clients with program requirements.
- ▶ Assists in collecting forms needed for teachers' credential application, completion, and submission for the purpose of maintaining the program's eligibility for state funding.
- ▶ Assists in maintaining records, schedules, mailing lists, inventories, files and other documents for the purpose of ensuring that time lines and deadlines are met and that records are available for easy reference.
- ▶ Assists in meeting deadlines for filing teacher certification documents for the purpose of maintaining the program's eligibility for state funding.
- ▶ Assists in preparing documents (reports, schedules, correspondence, flyers, calendars, brochures) for the purpose of providing information to potential teacher candidates, staff, districts, the general public, and state and local governmental agencies.
- ▶ Assists in processing documents to be attached to credential applications for the purpose of ensuring the appropriate credentialing of teachers.
- ▶ Assists in the creation and production of program documents, flyers, and certificates for the purpose of disseminating program information.
- ▶ Assists in verification and maintenance of induction program eligibility and progress records for the purpose of maintaining pertinent and permanent files regarding certificated staff credentialing and completion.
- ▶ Assists induction staff for the purpose of providing support in the completion of their duties.
- ▶ Greets clients for the purpose of making all clients feel welcome, providing information, and referring clients to the proper sources.
- ▶ Inputs/updates/retrieves data from the database for the purpose of maintaining information, records, and reports.
- ▶ Maintains the confidentiality of Induction and credentialing records for the purpose of ensuring information is not disclosed to unauthorized personnel.
- ▶ Maintains induction and credential files under the direction of the Teacher Induction Specialist for the purpose of preserving permanent records.
- ▶ Maintains/updates lists of induction participants and their mentors for the purpose of ensuring attendance at required training sessions/classes or to schedule make-up sessions.
- ▶ Prepares Teacher Induction Program documents under the direction of the Program Specialist for the purpose of revising budgets.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - type at a speed of 45 net wpm from clear copy;
  - use a computer to word process (preferably Word), create spreadsheets (preferably Excel) and databases (preferably Access), send e-mail, utilize desktop publishing, etc.;
  - manage records;
  - perform clerical work with speed and accuracy;
  - use a variety of office equipment including a calculator, copier, printer, fax machine and laminator;
  - create/update reports, correspondence, flyers, newsletters, brochures;
  - retrieve information;
- ▶ **Knowledge of:**
  - micro-computers, electronic mail systems, networks and modems;
  - correct English usage, spelling, grammar and punctuation;
  - Office of Education policies and procedures;
  - various types of office equipment;
  - business math;
  - office and records management;
- ▶ **Ability to:**
  - learn new regulations and procedures;
  - follow complex directions in order to complete a task;
  - use computers for word processing, creating spreadsheets, e-mail, and newsletters;
  - organize and maintain files, records, and other documentation;
  - perform secretarial work with speed and accuracy;
  - maintain cooperative relationships with those contacted in the course of work.

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking and 5% standing. The job is performed under minimal temperature variations,

**Experience Required:**

- ▶ Job-related experience is desired.

**Education Required:**

- ▶ High school diploma or GED required.
- ▶ Targeted job-related education that meets organization's prerequisite requirements.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Typing certificate for 45 words per minute.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.