

Job Summary:

The job of Intern/Recruitment Program Specialist was established for the purpose/s of assisting the IMPACT Intern/Teacher Recruitment Director in performing the organizational tasks that maintain the program within the state guidelines. The person in this position greets clients to make them feel welcome while providing information and referring them to the proper source. He/she will accept and process intern documentation and assist potential candidates with program requirements. He/she will input, update and retrieve data from systems and databases to develop reports, records for instructors, credential files, and to preserve permanent files. Under the general supervision of the New Teacher Development/Recruitment Program Manager, he/she will perform a variety of complex clerical tasks for both the Teacher Recruitment and IMPACT Intern Programs. He/she will maintain the confidentiality of all records and documents pertaining to interns and teacher candidates.

Essential Functions:

- ▶ Composes letters, memoranda, reports, documents, surveys and charts for the purpose of providing information to staff, applicants, school districts and the general public.
- ▶ Creates/Produces program documents, flyers, and certificates for the purpose of disseminating program information.
- ▶ Greets/Interviews potential intern candidates or interns who call or come in to the office for the purpose of answering questions; distributing information, accepting applications for the Intern Program and Intern Credential.
- ▶ Inputs/Updates/Retrieves data from the database system for the purpose of maintaining information, records and reports.
- ▶ Maintains confidentiality of teacher and intern candidates' records for the purpose of ensuring that information is not disclosed to unauthorized personnel.
- ▶ Makes arrangements for classes, workshops, meetings and recruitment events/fairs for the purpose of assisting the Program Manager, Intern Coordinator and Recruitment Manager.
- ▶ Processes/Reviews program applications and credential applications for San Joaquin County Office of Education and Tulare County Office of Education credentialing department for the purpose of ensuring the appropriate admittance and credentialing for the IMPACT Intern Program.
- ▶ Provides advisory services in the office and at recruitment events at various locations, to potential intern candidates regarding program eligibility, program requirements, and credentialing requirements for the purpose of ensuring the appropriate admittance and credentialing of interns in the IMPACT Program.
- ▶ Researches/Interprets state and federal regulations and provisions of the Education Code pertaining to credentials and district intern programs for in and out-of-state candidates for the purpose of providing accurate information to staff, candidates and school districts.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - perform difficult and responsible clerical work requiring accuracy and speed;
 - utilize a variety of software including software which enables one to create spreadsheets and reports;
 - type at a net speed of 50 words per minute;
 - use a variety of office equipment including a computer, calculator, copier, printer, and fax machine;
 - set up a computer and LCD projector;
 - perform secretarial skills with speed and accuracy;
- ▶ **Knowledge of:**
 - computers, mail systems, networks, modems, wireless computers;
 - correct English usage, spelling, grammar and punctuation;
 - the IMPACT Intern Program;
 - the Teacher Recruitment Program;
 - business math;
 - Tulare County Office of Education policies and procedures;
- ▶ **Ability to:**
 - learn new regulations and procedures;
 - follow and give complex directions in order to have a task completed;
 - work independently with little or no supervision;
 - communicate well with others, both verbally, and in writing;
 - travel locally using own vehicle.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is required.

Education Required:

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

Certificates, Licenses, Clearances, Testing and/or Bonding

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid typing certificate verifying 50 net 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.