

Job Summary:

The job of Secretary Student Academic Services, Administrator I is done for the purpose/s of providing support to the Administrator I, Student Support & Academic Services by performing a variety of specialized and difficult clerical tasks involving a high degree of responsibility to ensure that administrative and technical support on school improvement and intervention is provided to districts, schools, and students.

Essential Functions:

- Collects/organizes/disseminates information, related data, and reports including COOP, Title III and related MOU's; R-30 and related reports; the Student National Origin Report (SNOR) and other related state and federal reports for the purpose of assisting the administrator in the completion of the Consolidated Application, related documents and reports for the Tulare County Cooperative for State and Federal projects (COOP); providing clerical support to COOP member school districts in accordance with the contracted services agreement; completing required reports to the California Department of Education; and to maintain documentation/records for auditing purposes.
- Documents/researches local, state and federal records for the purpose of developing special reports on program improvement, intervention, and prevention services.
- Facilitates trainings and workshops including those related to the provision of services to Tulare County school district administrators in accordance with NCLB requirements, School Site Council, English Learner Advisory Committee (ELAC), and other advisory board trainings for the purpose of assisting the administrator with the provision of required services to Tulare County school district administrators in relation to the COOP and NCLB requirements.
- Maintains documentation and records for the purpose of reporting program compliance and audit.
- Maintains files, records, documents, reports, etc. for the purpose of documenting assistance to schools with student academic achievement and accountability services; assisting districts in completing Coordinated Compliance Review reports; and maintaining documentation, files and records for audit purposes.
- Maintains the calendar, agendas, minutes and related documents of all meetings for the purpose of providing support to the administrator.
- Prepares/submits federal Title III LEP Funding Application and related documents for the Consortium member districts for the purpose of assuring timely receipt of funds.
- Provides timely and accurate information to the contracted School Assistance and Intervention Team (SAIT) and federal Program Improvement schools and districts for the purpose of assisting the administrator's provision of intervention, prevention and other educational services to schools and districts.
- Receives/responds to written, oral and electronic communications from contracted schools and districts, COOP members, Title III Consortium members and others for the purpose of providing critical information on a timely basis, and response to concerns and inquiries related to projects of the administrator.
- Transcribes/prepares reports, minutes, correspondence, and other documents for the purpose of providing support to the administrator in the successful completion and documentation of the administrator's responsibilities.
- Translates documents and communications for the purpose of fulfilling commitments of the COOP MOU for member districts.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - maintain accurate records;
 - type at a speed of 50 wpm;
 - operate standard office equipment;
 - use a variety of computer software;
 - use an electronic calendar, store and retrieve documents;
 - use data bases, online and local networks to submit reports and other pertinent documentation;
 - transcribe at management meetings;
 - perform secretarial work with speed and accuracy.
- **Knowledge of:**
 - computers, software, and electronic mail systems;
 - Tulare COE educational policies and regulations;
 - correct English word usage, spelling, grammar and punctuation;
 - California State Department of Education Consolidated Application;
 - state and federal Coordinated Compliance Review function and process;
 - federal No Child Left Behind Program Improvement function and process.
- **Ability to:**
 - communicate effectively, both orally, and in writing, with school district administrators, staff, and state and federal agency representatives;
 - coordinate local meetings and trainings;
 - perform bilingual-translation, verbally, to assist non-English speaking clients;
 - translate documents, preferably English/Spanish;
 - multi-task.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

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

Education 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 certificated verifying 50 words per minute from clear copy.
- 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.