

**Job Summary:**

The job of New Teacher & Leadership Development Program- Secretary is to provide direct support to the program and administrator. Performs a variety of highly specialized complex secretarial and technical duties in support of county & regional programs, district consortia, and multiple programs. Performs duties independently with minimal supervision within a broad framework of policies, procedures and program standards.

**Essential Job Functions:**

- Coordinates travel, meeting and conference arrangements for the Program Administrator.
- Assists program administration through communications, research, submission and monitoring of annual and quarterly reporting to State and Federal Agencies, including timely completion and accurate submission of State and Federal applications, reports and forms for California Commission on Teacher Credentialing (CCTC) Accreditation in compliance with deadlines and legal and program requirements;
- Collects, analyzes and monitors State, Federal required data; using multiple databases or spreadsheets to support work.
- Maintains up-to-date records of information to support reports, and creates, edits, and distributes reports for final review;
- Supports the Administrator, TCOE teams, districts, government agencies and regional partners to implement program standards in compliance with State and Federal mandated requirements, by conducting research producing appropriate materials and reports, coordinating schedules, enrollment and calendars, and providing site information to teachers, administrators, and program directors and coordinators;
- Creates schedules related to program needs; and coordinate calendars and projects with administrative staff;
- Assists with the management of the Learning Management System and Data base
- Plans, organizes, coordinates the development of regional staff development days and communications, procedures, services and products that support the implementation of mandated program standards and requirements;
- Assists with budgets, ensuring adequate availability of funds, sets up and maintain files for accounts payable, processes purchase orders and maintains inventory of program office supplies; deposits funds, processes invoices for accounts receivable, open and close multiple school year and fiscal year budgets, and completes and submits end of year reports;
- Receives walk-in clients and telephone inquiries from a variety of individuals. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary;
- Performs other duties as required to accomplish the objectives of the position.
- Creates correspondence, forms, flyers, invitations, reports, etc. for the purpose of disseminating pertinent information to program participants, partner school districts and other agencies.

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

- **Skill/ Ability to:**
  - Perform clerical work using independent judgement, initiative and required accuracy and speed;
  - Type at a speed of 60 net words per minute;
  - Work collaboratively to improve work products and customer service;
  - Provide customer service skills
  - Problem solving necessary to operate from an objective and develop sequenced action plans for completion of all phases of an assignment.
  - Operate a personal computer using accepted office software that requires advanced operations in word processing, spreadsheets, relational databases, desktop publishing, report writing, and graphic layout, including learning to work effectively across both PC and MAC platforms as needed for successful job performance;
  - Perform all of the relevant duties of the position with minimal supervision and work independently to complete assignments;
  - Prioritize work in order to meet multiple deadlines, maintain schedules, and coordinate workload and schedule with administration;
  - Coordinate and perform complex office and secretarial work with speed and accuracy;
  - Effectively convey to other department organization, operations, programs, functions and special program terminology;
  - Compile and maintain complex records and prepare state, federal, and local complex reports and applications;
  - Effectively use common office equipment, including, scanners, faxes, copiers, LCD projectors, and similar equipment;
  - Maintain confidential and sensitive information;
  - Be flexible and receptive to change and work effectively as part of a team devoted to customer service.
  - Work effectively with teachers, students and the general public;

- Complete tasks within a time frame;
  - Multi-task;
  - Work in various environments;
  - Process multiple instructions.
  - Be flexible and receptive to change;
  - Manage records;
  - Use computer to update and create correspondence and retrieve documents, develop and maintain databases, and other basic word processing applications;
  - Communicate effectively, both in written and oral form;
  - Understand and carry out oral and written directions;
  - Perform responsible secretarial duties, including taking and transcribing minutes of meeting with speed and accuracy;
  - Understand and interpret federal, state, local and county office policies, procedures, laws, and regulations;
  - Work independently to meet schedules and time lines;
  - Conduct research as needed to support the administrator and departmental needs;
  - Travel for meetings, trainings, workshops, and conferences.
- **Knowledge of:**
    - Office practices, procedures, equipment, and technology systems including filing systems, receptionist and telephone techniques, and letter and report writing.
    - Personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, relational databases, financial software, presentation graphics, registration systems, state database, and data entry onto custom databases.
    - Problem solving necessary to operate from an objective and develop sequenced action plans for completion of all phases of an assignment.
    - Thorough knowledge of proper English usage, grammar, spelling, punctuation, and proofreading/ editing.
    - Math necessary to maintain budgets and perform statistical comparisons.
    - Human relations skills necessary to communicate technical concepts, program information and sensitive issues to others and convey a positive, service-oriented image of the department.
    - Safe work practices.

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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:**

- Four years of increasingly responsible secretarial work, including research, data processing, spreadsheets, accounting and budgeting, preferably with at least two years of experience in an education or public service environment.
- Experience working with federal or state program requirements is highly desirable

**Education Required:**

- Completion of high school and additional college or business school coursework to obtain the required knowledge and abilities.
- An Associates degree in business or related discipline is preferred.
- Bachelor's Degree in business, human resources, or organization development is desirable.

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

- Valid California Driver's License and proof of automobile insurance.
- Typing certificate verifying 60 net wpm.
- 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.