

JOB DESCRIPTION

Job Title: Curriculum Support Technician (7376)

Job Summary:

Under the general supervision of the department director and/or designee, this position assists department staff with facilitating staff development, school intervention, and student events. The role also includes coordinating the timely distribution and submission of local and state reports, as well as managing enrollment, attendance, and course completion records for various state-mandated and county-implemented programs.

Essential Duties:

- Prepare contracts and agreements with outside agencies and consultants, including facility use agreements, federal tax documents, purchase orders, requisitions, and other necessary documents.
- Gather data, prepare and review budget reports, process invoices, and submit and review purchase orders.
- Serve as a point of contact for clients, answering questions and assisting with the completion of state and local requirements related to teaching assignments.
- Coordinate employee travel within the department, including preparing itineraries, completing out-of-county forms, managing Cal-Card records, and processing other travel-related documents.
- Design and distribute flyers, brochures, registration forms, and other materials to promote office-sponsored classes and student events.
- Develop and maintain organized filing systems (both paper and digital) for department projects, events, contracts, and programs.
- Assist with scheduling and maintaining the department's master calendar to ensure staff can meet appointments, deadlines, and contract obligations, while managing their workloads effectively.
- Manage and distribute information from relevant databases to inform, register, and track teacher attendance and course completion in professional development classes, ensuring compliance with local, state, and federal requirements.
- Coordinate event facility arrangements, including room reservations, furniture setup and teardown, refreshments, and technology needs.
- Operate a variety of office equipment, such as computers, copiers, printers, fax machines, laminators, and telephones.
- May travel to various locations within Tulare County to provide support as needed, using a personal vehicle.
- Attend and actively participate in assigned meetings, committees, conferences, in-service trainings, and special events.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- perform complex clerical and data management tasks with accuracy and efficiency;
- utilize computer applications to create reports, flyers, presentations, certificates, spreadsheets, and communications;
- coordinate events and assist with advertising, set-up, and various logistics;
- establish priorities, meet deadlines, organize workload, and work independently;
- communicate effectively both orally and in writing;
- operate a variety of office equipment, including but not limited to a computer and assigned software programs;
- research, compile, and input information in a variety of electronic sources;
- type at a net speed of 45 net words per minute.

Knowledge of:

- customer service principles, effective communication, and professional correspondence;
- administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- relevant learning management systems, database management, and record-keeping practices;
- proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- work independently and handle multiple tasks while meeting deadlines;
- provide clear and accurate information to a variety of audiences;
- establish and maintain positive working relationships with staff, clients, and the public;
- maintain confidentiality of sensitive information and program records;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- drive personal vehicle for travel to various locations throughout the region.

Responsibilities include working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to 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; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 75% sitting, 20% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education Required:

- Associates degree or equivalent.

Experience Required:

- Three (3) years of experience with clerical, secretarial, or administrative work.
- Experience coordinating events is preferred.
- Experience working in a school setting is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

June 2025

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.