

JOB DESCRIPTION

Job Title: Expanded Learning Services Specialist (9968)

Job Summary:

Under general supervision of program director and/or designee, assist with providing information and resources to Region VII System of Support for Expanded Learning (SSEL) program participants, ensure specialized tasks and projects are completed, organize workshops and trainings, collect and input data, provide effective communication and collaboration with project participants, staff, and programs, and perform generalized clerical tasks to meet program needs.

Essential Duties:

- Communicate regularly with project participants, district partners, and other organizations to ensure that the project objectives and requirements are met.
- Act as a liaison and resource between the department, program participants, and various other stakeholders.
- Plan, coordinate, and execute various trainings, events, and meetings, both local and regional, and prepare materials and documents needed; utilize online system to distribute information and gather registrations.
- Coordinate site visits with school districts and site administrators.
- Assist with conducting research and sharing information on programs and statutes applicable to SSEL to ensure all LEAs are served appropriately within statutory and regulatory guidelines.
- Prepare independent contracts and agency agreements with partner districts and outside agencies.
- Assist and support the department with all necessary administrative and clerical duties including, but not limited to, answering phone calls, greeting visitors, scheduling appointments, coordinating travel arrangements, and creating and responding to various forms of correspondence.
- Assist with general clerical accounting duties, such as tracking payments and invoices, preparing requisitions, reviewing and entering financial data in an electronic system, and sending information to appropriate personnel.
- Create, populate, and maintain electronic databases and spreadsheets related to program activities and participant data.
- Create reports, brochures, certificates, and flyers to disseminate various information to program participants, partners, outside agencies, and other applicable parties.
- Review and proofread documents to ensure accuracy of information, as well as grammar, spelling, and punctuation.
- Assist with providing training and technical assistance to program managers, participants, and staff on expanded learning program information and requirements.
- Maintain accurate records to ensure that documentation is organized and available.
- Collect data and information via telephone, email, and in person to complete reports required by the project.
- Maintain schedules of project appointments, meetings, trainings, and workshops and ensure that all participants are informed.
- Maintain department website by regularly reviewing and updating information.
- Maintain confidentiality regarding calls, correspondence, and sensitive information.
- Travels to various locations within the region to assist with projects and program objectives, as needed.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- read notes, memos, and medical records of a moderately complex nature;
- effectively communicate and interact with students, staff, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;
- review financial records and perform general clerical accounting duties;
- operate a variety of office equipment;
- research, compile, and input information in a variety of electronic sources;
- type at a net speed of 35 net words per minute.

Knowledge of:

- federal and state expanded learning program requirements;
- administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;

- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- appropriate records management procedures;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand and carry out oral and written instructions;
- maintain confidentiality of records;
- meet schedules and deadlines;
- read/interpret/apply rules, regulations, policies;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff, families, and the public by telephone, email, and in-person;
- 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 requires 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 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Education Required:

- Associate degree is required.
- Bachelor Degree is preferred.

Experience Required:

- Two (2) years of experience performing general clerical and administrative duties.
- One (1) year of experience working with expanded learning or other student programs.

Other Requirements:

- Typing certificate dated within the past two years indicating a typing speed of 35 net words per minute.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

December 2024

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.