

**TITLE:** Assistant to Director – CTE & Secondary STEM

**DEPARTMENT:** High School Education

**REPORTS TO:** Director of Career and Technical Education

**POSITION SUMMARY:** The job of Assistant to Director – CTE & Secondary STEM is done for the purpose/s of coordinating budget development and preparation; accounting for career and technical education funds, grants and purchasing; compiling fiscal reports; ensuring compliance of department records with financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

**ESSENTIAL FUNCTIONS:**

- Compiles data from a variety of sources (e.g. enrollment counts, grant activities, account codes, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. workshops, travel arrangements, registration, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of documents, files and records (e.g. expenditures, budget master codes, certification records, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors a variety of activities (e.g. budget and program expenditures, certifications, etc.) for the purpose of ensuring that financial practices are followed and in compliance with district policies.
- Organizes career and technical education approved course master code for the purpose of acting as a liaison between appropriate District staff in development and refinement of specialized career and technical education reports.
- Prepares a wide variety of reports, documents and correspondence (e.g. applications for state and federal grants, budget reports, flyers, brochures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, expense claims, invoices, registrations, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned Administrator and department staff for the purpose of providing assistance with administrative functions.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**OTHER FUNCTIONS**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**QUALIFICATIONS**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation and office application software.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibilities:** Working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment:** The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling 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.

**EDUCATION:** High school diploma or equivalent

**EXPERIENCE:** Job related experience is desired

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date