

**TITLE:** Assistant to Director – Elementary Special Programs      **DEPARTMENT:** Elementary Education

**REPORTS TO:** Director of Elementary Special Programs

**POSITION SUMMARY:**

The position communicates with diverse groups, provides technical and administrative support to the Director and department; ensures compliance of Department records with financial, legal and administrative requirements; monitors assigned projects and/or program components; and provides a positive impact on the educational objective of the district.

**ESSENTIAL FUNCTIONS:**

- Compiles data from a variety of sources for the purpose of complying with special program legal and/or administrative requirements in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders and for decision making.
- Conducts research and follow ups, as assigned for the purpose of providing information and making recommendations.
- Coordinates a variety of programs and/or activities for the purpose of delivering services in compliance with established guidelines and state law.
- Maintains complex and confidential electronic and physical files and records for the purpose of meeting state and local requirements and in accordance with record retention guidelines, and for the purpose of maintaining an audit trail for state law requirements.
- Prepares or edits a variety of electric and physical reports, documents, and correspondence (e.g., special program budget expenditures, student test result data bases, inventories of special program materials, calendars, agendas, meeting minutes, specialized mailings, brochures, letters, presentations, charts, graphs and data tables etc.) for the purpose of documenting activities, providing written reference, conveying information and/or maintaining an audit trail for state law requirements.
- Creates and compiles state reports and iGrants specific to special programs for ensuring that the district and department maintain compliance with state statutes and regulations.
- Coordinates district enrollment of students into special programs as defined in district policy and procedures.
- Trains other classified and certified staff to follow specific procedures of the special programs for the purpose of communicating with stakeholders or complying with state mandates.
- Receives and responds to phone calls, personal callers, and written communication; uses knowledge of special program procedures and discretion to determine appropriate responses by self, supervisor, or other offices; makes referrals as appropriate; answers general questions including those requiring research or technical knowledge such as Highly Capable, Elementary Science Technology, Pre-K/K Summer School, Pre-K Community Outreach and Elementary Outdoor Education Camp Programs.
- Uses technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames
- Utilizes various software and data base applications, including Skyward and WSIPC, Microsoft Word, Excel, and Power Point, to create reports and coordinate projects using technology.
- Responds to inquiries from a wide variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, contractors, community members, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions
- Attends staff and other professional meetings as may be assigned or necessary
- 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.

**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; preparing and maintaining accurate records; implementing detailed procedural operations; and reading and recording number sequences accurately.

**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: concepts of grammar and punctuation; data analysis including creating charts, graphs, disaggregating data, etc.; office application software; business telephone etiquette; and common office machines.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; 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 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 may require independent interpretation; 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; working with detailed information/data; problem solving with independent interpretation and identification of error patterns; setting priorities; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be 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: significant lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% 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)

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

*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