

**TITLE:** Department Professional – Teaching & Learning    **DEPARTMENT:** Teaching & Learning Services

**REPORTS TO:** Director of Teaching and Learning

**POSITION SUMMARY:** The job of Department Professional - Teaching & Learning is done for the purpose/s of providing an array of secretarial services for the Teaching and Learning Services Department, including but not limited to monitoring and reporting on programs, processing registrations and purchase orders, conveying and updating information, coordinating scheduling of staff development classes and district meetings, preparing curriculum presentations and web site information, providing a positive impact on the educational mission of the district in compliance with federal state and local record keeping.

**ESSENTIAL FUNCTIONS:**

- Coordinates a variety of programs, data and/or activities for the purpose of delivery services in compliance with established guidelines.
- Maintains a wide variety of documents, files, records, and schedules (e.g. staff development calendars, class list database files, records of clock hours, course fees and payments, newsletters and web page ) for the purpose of providing up-to-date records, supporting ongoing staff training and providing curriculum information.
- Monitors records of multiple curriculum department programs and grants for the purpose of maintaining accurate and up-to-date records.
- Prepares schedules, facilities and notices for staff development classes and district meetings (e.g. prints and distributes notices and reserves meeting rooms and staff substitutes) for the purpose of providing information and facilities in support of staff development.
- Presents a variety of information regarding staff development and curriculum issues to school district personnel (e.g. posting and updating department web page, creating PowerPoint presentations and other staff development materials) for the purpose of advising of opportunities for staff development and providing curriculum information to district staff.
- Processes a variety of fiscal and staffing documents (e.g. registrations for staff development classes, purchase orders, substitute requests and district employee requests for compensation) for the purpose of maintaining accurate records and supporting department budget activity.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, vendors and staff) for the purpose of providing information and/or direction.
- Supports department in providing secretarial assistance to assigned administrators, department specialists, and programs, coordinating district and department meetings, and providing curriculum information for the purpose of maintaining an efficient and effective department office, providing information and direction, and supporting staff development.
- 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 and utilizing standard office equipment and pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; accounting/bookkeeping principles; business telephone etiquette; application

of office machines and software (including calendar software); data collection and retrieval; and grant and program compliance issues.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze 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; working accurately with detailed information/data; setting priorities; working as part of a team; and gathering collating, retrieving and classifying data.

**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: occasional 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.

**EXPERIENCE:** Job related experience is desired.

**EDUCATION:** High school diploma or equivalent.

**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