



Admin Sec 6 / Dist Title 1

Purpose Statement

The job of Admin Sec 6 / Dist Title 1 is done for the purpose/s of providing assistance for compliance in Title I-A and ESL, which includes Title III.

This job reports to Director Title 1 / ESL

Essential Functions

- Assists Director of Title I/ESL for the purpose of completing the Title I-A and Title III portion of the Utah Consolidated Application (UCA).
- Assists district professional development staff for the purpose of training district and school staff in Title I/ESL programs.
- Assists Title I and ESL Director for the purpose of carrying out monthly meetings with school coordinators and ESL employees.
- Assists in the training of school Title I/ESL staff (principals, coordinators, teachers, instructional assistants) on the Title I and Title III federal and state requirements of the ESEA for the purpose of ensuring that the LEA and schools understand and follow federal and state statute and regulations.
- Assists in providing technical support to district and school Title I/ESL programs for the purpose of ensuring the efficient operation of the work unit.
- Creates maintains and distributes calendars and due dates for Title I/ESL for the purpose of contributing to an effective and efficient work unit.
- Develops and maintains productive relationships with instructional and district staff for the purpose of maximizing instructional improvement.
- Executes and prepares forms, records, and reports as required for the purpose of effectively and efficiently managing the Title I/ESL programs.
- Monitors Title I and ESL at the district and school levels for the purpose of ensuring that compliance deadlines are met.
- Monitors the Title I/ESL budgets for the purpose of ensuring appropriate spending; including funds set aside for parent involvement, staff development, and homeless.
- Performs routine secretarial tasks (e.g. types letters, memos, agendas, reports, distributes mail, maintains files, answers telephone, takes messages, performs various computer functions, etc.) for the purpose of ensuring compliance with district, state, and federal guidelines and mandates.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides assistance, as needed, for the purpose of fulfilling school parent involvement trainings.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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: adapting to changing work priorities; facilitating program goals; organizing and communicating information and concepts; solving problems; and assisting with professional development.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: strong understanding of federal and state statute and regulation; demonstrated knowledge and use of effective technology.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select 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: ability to multi-task; accuracy and attention to detail; gathering, collating and/or classifying budgets and other data; Communicating effectively with staff; maintaining confidentiality; meeting deadlines and schedules; multitasking; providing focus and direction to the job; scheduling activities and/or meetings; setting priorities; working with individuals and teams.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of 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.

Work Environment

The usual and customary methods of performing the job's 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 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

None

Certificates and Licenses

Not Applicable

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6