



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 6/86; 2/88; 1/89; 11/89; 6/92; 3/93; 2/94; 11/94; 3/95; 2/96;  
2/98; 7/99; 4/01; 4/05; 1/07; 9/07; 7/08; 8/12; 10/12; 10/14; 4/16; 10/16; 12/16;  
5/17; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Clerk VI, Bilingual, ESOL/Title III	<b>JOB CODE:</b> 474C
<b>DIVISION:</b> Accountability & Research	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, ESOL/Title III	<b>PAY GRADE:</b> Rank VI (NC06)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides clerical and administrative support and assistance for the ESOL/Title III Department and communicates effectively with diverse populations to ensure that the needs of ESOL and immigrant students and their families are met within the District as required under Title III.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required, Bachelor Degree preferred
2.	Certification/License Required: OPI, WPT in Spanish, ESOL Endorsement preferred
3.	Experience: 2 years of routine clerical experience, organization and coordination of professional development events, conferences, ESOL courses; collection and organization of state and federally-required compliance data; administrative assistance
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication in English and Spanish; organizational skills; flexibility; word processing and Excel

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates and facilitates effective communication between Department, Central Office, schools and community in English and in Spanish.
3.	Handles and routes all ESOL/Title III Department mail, phone calls, and emails; performs routine clerical duties.
4.	Organizes and maintains Title III evidence/documentation, conference/meeting agenda, parent concerns or resolutions, technical reports, productivity reports, and documents of Title III compliance.
5.	Serves as Title III liaison between the Department and schools as well as with community organizations.
6.	Assists in the monitoring of usage of Title III instructional resources and equipment; facilitates processing of resource acquisition requests; prepares inventory reports and correspondence, assists in processing Title III-related initiatives in schools.
7.	Coordinates all Title III related conference registrations and travel arrangements for staff; reviews and processes all travel forms from staff.
8.	Assists in planning all Title III related professional development (PD) meetings, workshops, and conferences; leads the coordination of event activities and logistics - securing meeting space, speakers, contracts, distribution of textbooks and dissemination of handouts for all PDs including ESOL Endorsement courses, prepares spreadsheets of Title III services.
9.	Manages staff calendars for Title III related technical assistance and other Title III related activities to schools, parents and teachers; screens and fields phone calls and emails to right party to answer Title III related questions.

10.	Understands Title III laws thereby being able to provide correct answers to basic questions about Title III legislation and excellent customer service.
11.	Assists in collecting private school data for federal compliance and annual program evaluation data from schools through the school Self-Assessment Reports.
12.	Performs other duties as assigned by ESOL/ Title III Director.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_