

EMPLOYEE NAME: _____

 Revised: 6/86;2/88;1/89;11/89;6/92;3/93;2/94;11/94;3/95;2/96;7/99;
 4/01; 4/05; 1/07; 1/08; 7/12; 10/12; 10/14; 7/15; 6/18; 10/18; 12/18

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Bilingual	JOB CODE: 487D
DIVISION: Academic/Teaching and Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Federal Programs	WORK DAYS: 238
REPORTS TO: Supervisors, ESOL, Title III and IWC	PAY GRADE: NC04
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs duties to support the total operation of ESOL/Title III and the International Welcome Center.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED
2.	Certification/License Required: None
3.	Experience: 0-2 years of routine customer service/clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficiency in a second language – 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.	Provides high quality support services for school-home communications involving international families District-wide.
3.	Supports the creation of the weekly schedule for Interpreters and Translators.
4.	Supports the assignment of the interpretation and translation of school policies and procedures.
5.	Maintains routine record keeping, program data, and information (s-drive, blog, website).
6.	Maintains the multi-lingual school document bank, resource files and inventory for IWC.
7.	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.
8.	Handles and routes all ESOL/Title III department mail, phone calls, and emails; performs routine clerical duties.
9.	Coordinates all Title III related conference registrations and travel arrangements for staff; reviews and processes all travel forms from staff.
10.	Assists Supervisor 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.
11.	Manages staff calendars for Title III related technical assistance and other Title III related activities to schools, parents and teachers.
12.	Performs other duties as assigned by ESOL, Title III, Title I-C Supervisor or IWC Supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____