



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;5/23

JOB DESCRIPTION

POSITION TITLE: Secretary V, Bilingual	JOB CODE: 487C
DIVISION: Academic/Teaching and Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: ESOL/Title III/IWC	WORKDAYS: Annual Administrative Employee
REPORTS TO: Director, ESOL/IWC/Title III	PAY GRADE: Rank 5 (NC05)
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, Bachelor’s degree preferred
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; oral and written proficiency in Spanish; organizational skills; flexibility; word processing and computer productivity tools, 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.	Opens, reads, and routes all mail; handles correspondence for director.
3.	Coordinates and facilitates telephone and email communications among central office, school personnel, and the community in English and in Spanish; prepares correspondence in final form as needed in English and in Spanish; maintains files of correspondence and reports.
4.	Collects and maintains documentation and data files for programs for which director is responsible.
5.	Maintains attendance records, prepares the payroll service report, reviews, and prepares supplemental payroll for ESOL, Title III, and IWC programs.
6.	Assists in collecting data from schools and through self-assessment processes to assess needs, support program evaluation, and ensure federal compliance.
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 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 Director and ESOL/IWC Supervisor in planning professional development (PD) meetings, workshops, and conferences; leads the coordination of event activities and logistics. including securing meeting space, supporting speakers, distributing textbooks resources, and handouts for all PD, including ESOL Endorsement courses.
11.	Understands and accurately communicates ESOL and Title III requirements and associated processes and procedures.
12.	Performs other duties as assigned by ESOL/IWC/Title III Director.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____