

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: READING SPECIALIST TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum/Professional Learning, provide varied and responsible secretarial support services; maintain a variety of records related to assigned activities and programs; assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS:

Provide varied and responsible secretarial support services; assure smooth and efficient office operations; resolve issues as appropriate.

Prepare and maintain financial records related to the assignment; record and track expenditures and monitor assigned program budgets.

Serve as receptionist and answer telephones; take and relay messages as appropriate; direct calls to appropriate personnel; respond to inquiries and provide information related to office programs, schedules, activities, policies and procedures; receive, greet and assist visitors.

Compose routine correspondence independently or from oral instructions; type letters, reports, memoranda, records, requisitions and other materials from straight copy, rough drafts or oral instructions; proofread and verify accuracy and completeness of documents.

Establish and maintain various records and files; sort, file and purge materials according to established procedures; assemble, compute and prepare materials for budgets and reports; generate and prepare reports as requested.

Serve as a liaison between school sites and District staff for special events and meetings; prepare related paperwork and forms; arrange for transportation and facilities; compile and prepare event schedules.

Track and maintain staff schedules and absence reports.

Communicate with other departments, District staff and outside organizations to coordinate activities and exchange information; prepare and coordinate schedules and calendars for assigned staff.

Develop language arts forms and materials for distribution.

Operate a variety of office equipment including a computer and assigned software.

Receive, sort and distribute incoming mail.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Terminology, processes and operations of assigned office or program.
Financial record-keeping techniques.
Telephone techniques and etiquette.
Research methods and report preparation techniques.
Applicable laws, codes, rules and regulations related to assigned activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Budgeting practices regarding monitoring and control.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.

ABILITY TO:

Provide varied and responsible secretarial support services.
Assure efficient and timely completion of office and program projects and activities.
Operate a variety of office equipment including a computer and assigned software.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Record and track expenditures and monitor assigned program budgets.
Interpret, apply and explain laws, rules, regulations, policies and procedures.
Learn District organization, operations, policies and objectives.
Prioritize and schedule work.
Understand and work within scope of authority.
Type at a minimum of 35 words per minute from clear copy.
Maintain financial records.
Compile and verify data and prepare reports.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information in person and on the telephone.
Sit for extended periods of time.
See to read a variety of materials.
Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.