

Job Title:	JOM ASSISTANT	Reports to:	Director of Indian Education
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Provide administrative support within the Indian education Department including organize, coordinate, schedule and perform office functions; coordinate communications between administrators, district and site personnel, parents, students and the general public		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Composes documents, (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) communicating information to school and district personnel, the public, state officials.
- Maintains various records, schedules, files, rosters, etc. for the purpose of documenting and/or providing reliable information.
- Filing to include maintaining files in an orderly manner as required for administration, staff and students
- Processes documents and materials, (e.g. schedules, agendas, mail, etc.) disseminating information to appropriate parties.
- Responds to inquiries of staff, the public, parents and/or students, providing information and/or direction as may be required.
- Performs data entry, queries and reporting functions from various student records including CIB
- Develops and prepares correspondence, budget reports and IEC packets as required
- Performs bookkeeping tasks associated with JOM/Title VII budgets including coding, purchasing
- Assists Indian Education Director with JOM/Title VII Program requirements, and record keeping
- Prepares monthly JOM budget invoice
- Submit and certify Part I of Title VII application by verifying student count with 506 forms on file for each grade.
- Gathers data and attends training seminars to submit Part II of the Title VII application.
- Prepares written materials, memos, agendas, meeting minutes, travel requests, travel reimbursement and time and effort log to provide accurate information for grant preparation and budget management.
- Attend IEC meetings for Indian Education Director in their absence.
- Responds to inquiries from district, site admins, business office staff, teachers, program directors and staff to provide information, facilitate communication or provide direction.
- Monitors files including budgets, revenues and expenditures. Also researches data information such as purchase orders or invoices.
- Trains and supervises student workers.
- Intakes applications, interviews parents and students, takes photos, receives monthly allowances and inputs into spreadsheet for schools.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to act with integrity in all matters of confidentiality.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or equivalent
- Minimum of two years experience in administration support, preferably in a public school system.
- Must possess personable and people oriented communication skills

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.