

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>TITLE:</b> Program Office Coordinator	<b>CLASSIFICATION:</b> Classified (SEIU)
<b>REPORTS TO:</b> Program Director	<b>RANGE:</b> 310
<b>WORK YEAR:</b> 12 Months	<b>CLASS:</b> Administrative Support
<b>BOARD APPROVAL:</b> 1/14/16	
<b>BOARD REVISION:</b>	

**PRIMARY FUNCTION:** Under general supervision, to oversee the operations of the assigned program and perform a variety of responsible administrative, secretarial, clerical, and receptionist duties; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by contributing to the functional operation of the District Office and, in turn, its ability to support school sites in providing a systematic quality education for all children.

**SUPERVISION OVER:** Not Applicable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Acts as secretary to the Director and as his/her liaison between students, parents, staff members, and the public.
- Manages the Director's schedule, calls, and visitors, and sends communication at his/her request.
- Using a computer prepares and distributes a variety of documents and publications (e.g. agendas, minutes, newsletters, bulletins, reports, etc.) for staff, students, parents, and outside agencies.
- Handles employee relations including but not limited to, maintaining employee attendance reports, coordinating substitutes (certificated and classified), preparing all timesheets for processing by the Business Office, and fielding minor concerns, requests, and/or complaints.
- Maintains the program master calendar and coordinates a variety of projects related to program functions under the guidance of the Director (e.g. facility reservations, program events, professional development, etc.).
- Researches and compiles information on topics at the request of the Director.
- Completes and monitors a variety of activities on behalf of the Director (e.g. tech requests, work orders, purchase orders, Worker's Compensation injuries, etc.).
- Maximizes office productivity through proficient use of appropriate software, email, and web-based applications.
- Manages program-specific services including intake and review of paperwork and/or applications, outreach to providers, vendors, organizations, parents, and/or the public, dissemination of information to appropriate parties, and maintenance of necessary records and files [i.e. Supplemental Education Services (SES), Individual Education Plans (IEPs), 504 Plans, expulsions, etc.].
- Assists the Director with a variety of program-specific mandated services, documentation, and reporting (e.g. Special Education records, MAA/MediCal, etc.).
- Oversees program financial activities, keeps accurate records of all transactions, and transfers funds and/or charges as necessary to maintain positive account balances, under direction of the Director.
- Requisitions, stores, and distributes supplies, equipment, other related materials.
- Establishes and maintains a wide variety of manual and electronic filing systems and required records (e.g. student cumulative file, employee information, budget data, financial records, etc.).
- Assists other administrative personnel and/or designees in the performance of their functions and responsibilities.

- Greets and provides assistance, information, and materials to students, parents, staff, and the public regarding District programs and policies, referring complex inquiries to the appropriate administrator.
- Uses discretion and knowledge to resolve problems for students, parents, staff, and the public not requiring the attention of an administrator.
- Conducts routine clerical duties including but not limited to, composing correspondence, scheduling appointments, compiling reports, sorting/distributing mail, operating standard office machines, answering/screening/directing telephone calls, etc.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Associate Degree or a minimum of 60 units from a WASC accredited college or university highly preferred.
- Three or more years' experience in clerical/office work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a public school setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF\*:**

- District and school policies.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Basic mathematical skills.
- Computer procedures, software, and applications (i.e. Microsoft Office applications and databases).

**ABILITY TO\*:**

- Operate a computer to input, update, and access a variety of records, information, and data.
- Operate a computer to generate queries, reports, lists, and summaries.
- Operate a variety of modern office machines and equipment.
- Use District software such as the student information system (Aeries, SEIS, etc.).
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, programs, mission, and vision.
- Perform research and compile information from a variety of sources.
- Establish priorities to plan and coordinate projects.
- Perform a variety of routine clerical duties and develop and maintain organizational systems.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.

- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a firm working knowledge of concepts, practices, and procedures and the ability to use them in varied situations.*

## **WORKING CONDITIONS:**

### **PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.