



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk III (Title III)**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: Associate Superintendent of Curriculum, Instruction & Assessment/ Language Acquisition Coordinator
Salary Range: Range 20	
Term of Employment: 12 months	Date: June 8, 2015
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in maintaining confidential English Language Learner (ELL) student assessment information/files/records as required by district policy, state rules, regulations, and other student data.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Reviews and corrects (if needed) information provided by schools to ensure accurate funding.
- Prepares and updates data into student enrollment system.
- Assists with the AZELLA state assessment and reassessment.
- Inputs students AZELLA responses into Pearson.
- Maintains files for audit worthiness for compliance with State and Federal guidelines to ensure proper funding.
- Maintains an accurate list of all EL programs by school.
- Maintains an accurate list of all students identified through the PHLOTE and registration form as having a second language.
- Monitors and maintains mandated compliance documentation for all aspects of the SEI, Title III, and Compensatory Education grants.

- Monitors and maintains mandated requirements and documentation to meet state and federal guidelines.
- Compiles and/or types a variety of forms, reports, and documentation from various reference sources.
- Keeps accurate general budget ledgers for all state and federal grants.
- Assists in the organization and implementation of inservices.
- Assists with Spanish translation for student hearings, student registrations and other approved requests.
- Assists with hiring and employment of EL (Title III) personnel by checking references, tracking available teachers and IAs.
- Assists in training new and ongoing EL (Title III) staff.
- Communicates with the Arizona Department of Education regarding problems, solutions, and laws governing EL (Title III) to help resolve issues.
- Demonstrates proficiency with Excel and Word software programs.
- Demonstrates proficiency and professionalism in all communications with staff, administration and parents.
- Communicates and works with parents and staff in all areas and provides general information and customary courtesy.
- Attends staff meetings of work unit.
- Gives and receives information helpful in work unit operation.
- Assists campus administrators and staff with questions relating to laws.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Records management experience preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.