



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **World Language Clerk**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>World Language CIAS</b>
Salary Range: <b>Range 20</b>	Location: <b>Curriculum – District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>July 21, 2020</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists in the clerical functions of a funded program and assists teachers in providing a well-organized and smooth-functioning instructional program.

*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:**

Work with Immersion Program Coordinator to:

#### Support Teachers as the Immersion Program Community Liaison

- Assist with on-boarding Immersion teachers, including taking them to get state identification, bank accounts, social security cards, etc. upon their arrival.
- Assist with finding and maintaining communication with host families.
- Assist with record keeping of teacher documents and important dates, such as certification and visas.
- Assist teachers in getting documents and certification materials ready upon their arrival, departure, and throughout the school year.

#### Immersion Program Marketing & Cultural Activities

- Market the Immersion Program by establishing and maintaining contacts, posting information on social media, the Immersion/World Languages website, and finding and helping with promotional events.
- Develop promotional materials for the Immersion Program.
- Lead parent tours of the Immersion classrooms.
- Assist with special activities such as Mid-Autumn Festival, Chinese New Year, Speech Competition, and the Naming Ceremony.
- Assist in developing Immersion Summer School and After School

Academies procedures, registrations and assists with implementing programs for the designated schools when applicable.

Maintain World Languages program systems, processes and resources

- Facilitate materials distribution and collection of Immersion materials.
- Assist in developing documentation for reporting such as enrollment and student data.
- Develop and maintain contact with sister schools in China.
- Create and maintain spreadsheets in Excel and Google.
- Keep registration updated for schools with an immersion program.
- Order supplies and maintain an inventory of supplies and other materials, such as textbooks.
- Coordinate with office staff on purchasing requests, facilities requests, etc.
- Travel to other campuses and sites regularly. The schedule is split between the district office and Immersion sites, including Gavilan Peak and Desert Sage.
- Execute general clerical tasks.

Maintain a positive and professional front of the Immersion program and World Languages

- Communicate with staff, parents, and students, providing information on our various programs via phone, email, in-person, etc.
- Develop and maintain positive relationships with students and staff; model appropriate adult behavior; maintains a positive structured environment.
- Maintain a high level of ethical behavior and confidentiality.
- Attend meetings as required.

**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/WORKSTYLE**

- Proactive and have an open mindset
- Highly organized with the ability to multi-task
- Detail-oriented and self-motivated
- Strong organizational, interpersonal and computer skills
- Provide outstanding customer service
- Work effectively under time constraints
- Team player and get along well with others
- Excellent communication skills
- Flexibility, common sense and good judgment
- Keep abreast of information pertinent to the job (District policies, world language education, immersion programming, etc.)
- Write routine reports and correspondence
- Edit and revise documents with a keen attention to detail
- Handwriting must be legible.

- Knowledgeable of how to work in Google, Microsoft Word, Excel, Power Point and Movie Maker.
- Knowledgeable with email, attachments, and PDF files.
- Excellent memory and ability to function well under stress.
- Have an extremely high regard for confidential and sensitive information.
- Read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Add, subtract, multiply, and divide in all units of measure using whole
- Solve practical problems and deal with a variety of concrete variables in standardized situations.
- Present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Comply with District's attendance standards as described in established guidelines
- Well-groomed, professional appearance and follow the DVUSD Dress Code
- Valid driver's license

**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:**

- Bachelor's Degree preferred.
- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Experience working with children 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 have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must occasionally lift and/or move up to 30 pounds.

**ENVIRONMENTAL CONDITIONS:**

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

**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.*