



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Accounting Clerk I – First Things First
(Community Education)**

JOB CODE: **3-3011**

Position Type: Classified	Department: Community Education
Salary Schedule: Community Education	Reports to: Manager (Community Education)
Salary Range: 18 (Per Grant)	
Term of Employment: 12 months	Date: May 21, 2013
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

The Coordinator assist in the day-to-day operations of the First Things First (FTF) Family Resource Center including, but not limited to, working with parents, communication, marketing, community collaboration and developing training. All duties will be performed in an exemplary manner and adhere to DVUSD Community Education guidelines and First Things First Standards of Practice.

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:

- Is responsible for assisting the coordinator and working at the FTF Family Resource Center during hours of operation.
- Supports training for staff and parents to be offered at the Family Resource Center that will provide information and support in each of the core areas: child development, parenting skills, and resource and referral.
- Creates a family-centered environment that provides accurate and helpful information and referral services to families with children ages birth to 5.
- Uses data entry skills to provide accurate and timely data feedback to First Things First, the DVUSD Community Education Manager and the DVUSD Director of Finance regarding the management of funds within the grant that has been provided to DVUSD.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisors and/or First Things First collaborators.
- Assists in providing opportunities for feedback from supervisors, staff, trainers and community partners.

SUPERVISORY RESPONSIBILITIES:

- Supervises support staff working in the Family Resource Center.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must have excellent public relations and communication skills
- Must abide by First Things First Standards of Practice and DVUSD Community Education employee guidelines.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the 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.
- Must demonstrate compassion, patience and understanding while interacting with families and children.
- Must accept the cultural and ethnic experiences and language of the families using the resource center and accommodate their needs.
- 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.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Bilingual preferred.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid driver's license and know how to operate a vehicle.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Bachelor's degree or educational equivalency and experience in early childhood development, parenting, infants, education, family students, social work or a closely rated field.

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 have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- 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 be able to lift, unload and distribute resource and referral information delivered to the DVUSD office or the FTF Family Resource Center.

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.