



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Enrichment Specialist (Community Education)**

Position Type: <b>Classified</b>	Department: <b>Community Education</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Community Education Director</b>
Salary Range: <b>36</b>	
Term of Employment: <b>12 months</b>	Date: <b>July 21, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Contributes to and assists in the efficient operations of the Community Education Department. Executes all aspects of the Community Education enrichment classes and programs. Obtains financial data for use in maintaining accounting records and maintain supplies by performing the following duties.

*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:**

- Communicates and works with students, parents, and staff providing general information and customary courtesy.
- Orders, receives, and distributes supplies.
- Computes, prepares, and monitors financial records and budget as directed. Participates in budget development.
- Prepare records, maintains, and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.
- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.
- Schedules, markets, creates budgets for, and takes registrations for Drivers Education classes.
- Handles all areas of responsibility in implementing summer enrichment camps (i.e. Science Rocks, Music Rocks, Camp Rising Star) each year, including but not limited to: arranging transportation and field trips, maintaining budgets, purchasing/ordering supplies, taking registrations, marketing, arranging payroll for employees, and arranging for and coordinating with instructors and vendors.
- Builds and maintains Activenet computer software programming for enrichment activities operations on an ongoing basis.

- Creates and develops annual Community Education catalog/brochure. Arranges for printing, website placement, and district-wide distribution.
- Works closely with the Purchasing Department Director in implementing Requests for Proposals (RFPs) and all processes that are involved in doing so. Assists with the contract wording and vendor selection to present to the Governing Board for approval.
- Interviews and screens potential new vendors wanting to implement Community Education enrichment programs into the district.
- Provides orientation and instruction to new and existing vendors. Maintains constant communication via telephone and e-mail in order to ensure quality programs.
- Processes vendor invoices.
- Ensures the deposits are properly prepared and deposited at the bank.
- Types vouchers, invoices, account statements, reports, and other records.
- Creates documents using Word, Excel, PowerPoint, and Publisher.
- Creates correspondence to staff, parents, vendors, and district personnel.
- Compiles and prepares various forms of correspondence, memos, reports, flyers, and website information.
- Interacts and communicates with all Community Education staff, district personnel, vendors and parents.
- Provides administrative assistance with the department, as needed.
- Assists with implementation of vendor enrichment programs into 21<sup>st</sup> Century Grant site(s).
- Prepares records, maintains, and distributes appropriate forms, reports and records, supplies and other items from a variety of specified sources.
- Answers office telephone, handles the callers' needs and/or directs callers to appropriate staff members and takes messages as needed. Provides detailed information to parents concerning all enrichment programs. Also responds to e-mails in the same manner.
- Attends staff meetings as required. Participates by giving and receiving information as requested.

**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.
- Assists Community Education Program Supervisor and Payroll staff with Kronos reports during summer months when and if Community Education Program Supervisor is on vacation during that time.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises and oversees vendors, instructors, and certified teachers involved in Community Education Enrichment classes/activities.

**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.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.
- Knowledge of Excel, Word, Ranger, PowerSchools, PowerPoint, Publisher, Kronos, Activenet and Groupwise is preferred.

**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.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- 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 moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*