



Position Title: **Federal Programs Assistant**

Department: Federal Programs & School Improvement

Reports To: Director of Federal Programs & School Improvement

**SUMMARY:** Provides administrative support to Federal Programs Director. Supervises the data administration of the Migrant Student Database.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Responds to inquiries from staff, parents and community regarding federal programs (Migrant, English as a Second Language, Homeless, etc.)
2. Reviews Certificates of Eligibility for migrant students for accurate and complete information
3. Inputs and reviews certificate of eligibility data into the Oregon Migrant Student Database
4. Schedules, coordinates and arranges for travel accommodations to conferences, meetings, workshops for federal programs staff
5. Coordinates home school consultants to provide the necessary service to students and parents
6. Translates printed materials from English to Spanish
7. Provides interpretation services for Spanish speaking patrons
8. Responsible for processing purchase orders and ordering supplies as needed
9. Provides administrative and clerical support for the Director of Federal Programs & School Improvement and other duties as assigned
10. Supports district documentation of time and effort for all applicable employees
11. Plans, prepares and reviews documents and databases for summer school
12. Communicates effectively with district staff and stakeholders
13. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** NA

**QUALIFICATION REQUIREMENTS:** To perform 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.

**EDUCATION AND/OR EXPERIENCE:** High School Diploma or equivalent required; three to five years of successful experience in an office setting required; previous experience in a legal office environment preferred; Bilingual preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to speak effectively with other employees and/or students. Ability to present information in one-on-one and small group situations to customers, clients, other employees, and/or students. Ability to speak and present effectively before vendors, administration staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators and Board of Education.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; occasionally walk and stand; reach with hands and arms. The employee will occasionally lift and/or push up to 50 lbs. Specific vision abilities required by this job include: close vision; the employee must have the ability to communicate through speech.

**WORK ENVIRONMENT:** 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 individual's disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date