



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician II - Curriculum, Instruction & Assessment** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS45H**
 Prepared/Revised Date: **January 28, 2022** Job Code: **50605**

SUMMARY: Responsible for all Curriculum, Instruction & Assessment fiscal management, department data, reporting requirements, and grant management. Ensure compliance with federal, state and district requirements and reporting. Coordinate process improvement efforts, ensure proper business policies and procedures are followed. Serve as a liaison among department staff, district departments and outside entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Act as the fiscal manager for the Curriculum, Instruction and Assessment Department. Ensure compliance with district, state, and federal requirements. Oversee multiple budgets in support of the department including capital budgets, mill levy funds, PSA accounts, Gifted state budget, and content area specific budgets. Provide budget planning information and accurately forecast the outcome of potential or proposed business transactions. Approve monthly reconciliation of all grants and general fund and evaluate any deviations by researching potential changes in payroll, HR, or financial systems, and initiating corrective action.	D	55%
2. Oversee the CIA budgets and grants. Create, evaluate, communicate, and audit processes to continually improve efficiencies and procedures. Conduct research and analysis for compliance with reporting requirements. Use accurate and efficient accounting procedures to ensure compliance and fiscal accountability that is in line with district, state, and federal guidelines. Act as a resource with staff and other departments on compliance and regulatory issues related to finance and purchasing transactions.	D	15%
3. Perform budget entries, issue restricted checks, and reconcile petty cash and purchasing card expenses. Process invoices, vendor payments, deposits, purchase orders, warehouse orders and ordering of supplies and equipment. Create and submit required reports for reimbursement related to state, federal and grant budgets. Prepare data requests, run financial reports, and prepare presentations as needed.	W	10%
4. Coordinate process improvement efforts for efficiency and effectiveness, ensure proper business, finance and purchasing policies and procedures are communicated and followed. Coordinate with Gifted and Talented Coordinator, Curriculum Facilitators, and curriculum staff. Serve as a liaison between multiple departments and outside entities. Support director, Curriculum Facilitators, and support staff.	W	5%
5. Coordinate and prepare special projects under the direction of the Director. Organize and prepare project and task timelines including textbook adoptions. Communicate with staff on status of projects, tasks, and deadlines.	A	10%
6. Perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree in Business Administration, Finance, Accounting, or related field, Bachelor’s degree preferred
- Three years of related experience, experience in governmental accounting and reporting required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of governmental accounting practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages, advanced skills in Excel required
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feed			X	
Reach with hands and arms		X		
Climb or balance	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	