

Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job TitleDepartment Technician I - Language, Culture & EquityFLSA Status:Non-ExemptJob FamilySupport Services AdministrativePay Range:SS35HPrepared/Revised Date:November 11, 2019Job Code:50603

SUMMARY: Responsible for performing a variety of administrative duties and support for the LCE (Language, Culture & Equity) department.

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 $= \mathbf{D}$	On an annual
	Weekly $=$ W	basis, e.g. 10 hours of a 40
	$Monthly = \mathbf{M}$ $Quarterly = \mathbf{Q}$	hour work
	Annually = \mathbf{A}	week = 10/40 = 25%
1. Assist with projects, compiling reports and maintain records as needed. Maintain McKinne	,	50%
Vento enrollments, compile reports from Synergy on home language, student need and chi		2070
nutrition		
2. Process, manager, and coordinate tutoring and translation requests.	D	20%
3. Organize and maintain inventory of department materials and equipment.	D	15%
4. Provide general clerical support (copying, data entry, filing, etc.). Type correspondence	e, D	5%
letters, forms and memos.		
5. Answer telephone, route calls, take messages, provide information, and make outgoing calls	as D	5%
needed. May greet visitors, route, direct and provide assistance.		
6. Attend work and arrive in a timely manner.	D	1%
7. Process timecards for interpreters for various events such as parent/teacher conferences at	nd W	2%
translators translating documents for non-English speaking students and families.		
8. Sort and distribute mail, assist department in mass mailings.	W	1%
9. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- 1-2 years of related experience

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 skills
- Customer service skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions

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- 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, and/or other department software packages
- 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.	

<u>PHYSICAL REQUIREMENTS & WORKING CONDITIONS</u>: 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			
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
Сору		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Moderate	X
Loud	
Very Loud	