



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Department Technician II - Language, Culture & Equity** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS45H**  
 Prepared/Revised Date: **June 9, 2016** Job Code: **50605**

**SUMMARY:** Responsible for assisting the administrative team in ensuring compliance with federal regulations, upholding program quality and achieving district goals of the English Language Acquisition (ELA) and Federal Programs 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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Work directly with department coordinator and serve as the contact for department and district staff.	D	20%
2. Coordinate and oversee the work of office staff; lead work, track priorities, deadlines and timelines.	D	20%
3. Ensure compliance with district policies and procedures and assist in preparing district and state reports, including data requests for information.	D	5%
4. Research, compile, organize and analyze complex data and prepare reports and presentations.	D	5%
5. Monitor the maintenance of physical files of accounting, human resource, and payroll records, data compilation, and transportation requests which include physical documentation for auditing purposes. Monitor monthly reports for the coordinator and responsible parties at each site regarding budgets and balances.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Monitor school and district eligibility for federal program services to schools; pull reports and review data from Synergy for free and reduced lunch percentages.	W	5%
8. Monitor federal and state compliance for school minimum allocation requirements to assist in creating department and site budgets.	M	5%
9. Monitor the staffing rosters and FTE allocations for each federal program.	M	5%
10. Create budget codes per federal program, as applicable for district and state reporting.	M	5%
11. Coordinate and assist with annual consolidated application for federal funds.	Q	10%
12. Generate draft staffing plans and establish federal program allotments and FTE to schools for the upcoming year.	Q	5%
13. Generate annual allocation plans and establish federal program allotments for school funds, track internal department budgets and monitor availability of funds.	Q	5%
14. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in business administration, office management or a related field
- More than three years and up to and including five years of experience in Office Management & Accounting



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Notary Public

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service 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
- Ability to diffuse and manage volatile and stressful situations
- 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 Office 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
<b>Direct reports:</b>	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			
Stoop, kneel, crouch, or crawl				
Talk			X	
Hear			X	
Taste	X			
Smell	X			



<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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	

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	