

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ESOL ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

The essential function of the position within the organization is to ensure regulation compliance, following the grantor's guidelines, liaising with the grantor and evaluating the performance of assigned instructional programs and projects. The essential function of the position within the organization is to assist with implementing grant objectives and ensuring program resources and professional development effectiveness and efficiency. The position performs routine to complex clerical and technical accounting grants management functions including overseeing financial administration such as accounting procedures to track expenditures, maintain adequate internal control systems, assist with financial audits, perform budget analysis, and adhere to grant funding procedures to efficiently record, summarize and report the result of financial activities. The position requires general program support such as the ability to prioritize multiple projects, collect student achievement data to provide continuous assessment of program objectives. Applies the data to prepare reports for stakeholders and subsequent technical assistance to schools, following programmatic federal policies and procedures. To ensure compliance with federal and state regulations, the position provides clerical assistance to the supervisor and grants management staff, and perform related tasks pertaining to student achievement as assigned. The position works under general supervision of the District Program Coordinator.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Manage development of appropriate curriculum support plans in cooperation with content areas as needed under with the ESOL Coordinator.

Work collaboratively with district administrators and school staff in the continuous curriculum revision cycle in order to identify and create opportunities for professional growth of staff.

Prepare and manage workshops, conferences, conventions, professional organizations, and appropriate in service education programs in cooperation with the ESOL Coordinator.

Manage compliance documentation collection and tracking with the Uniform Grant Guidance.

Prepare & track budgets and project cost based on scope of work and resource requirements.

Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.

Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ESOL ADMINISTRATIVE ASSISTANT

Coordinate internal resources and third parties/vendors for the flawless execution of multiple projects.

Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.

Attend conferences and training as required to maintain proficiency
Develop spreadsheets, diagrams and process maps to document needs
Assist staff with the day-to-day operations of the program.

Interact regularly with schools and assists with grants implementation.
Develop positive relationships and maintains high levels of communication with schools, the district coordinators, and community partners.

Assist the District Coordinator with collection of all required documentation on a timely basis, including but not limited to student achievement data, state and federal data, invoices, purchase orders, and PD surveys.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ESOL ADMINISTRATIVE ASSISTANT

organization.

Maintain records of grant equipment that need to be inventoried.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads grant, manuals, guidance; prepares specialized reports and forms using proper format and grammar; speaks to coworkers, community partners and parents.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects those in work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: ESOL ADMINISTRATIVE ASSISTANT

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of an Associate’s degree or higher from an accredited college or university with concentration in finance, accounting, school administration, public or business administration.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Florida driver's license required.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

**MONROE COUNTY SCHOOLS
POSITION DESCRIPTION**

Title: ESOL ADMINISTRATIVE ASSISTANT

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator ESOL

Supervises:

N/A

PAY GRADE: From: DSIII-1 To: DSIII-40

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 2/22/2022