



Job Description

Job Title: ESL Administrative Specialist
Position Code: 4N65, DN65
Job Classification: Non-Exempt

Supervisor: ESL Instructional Supervisor
Pay Grade: 26
Contract Length: 245 days

Job Summary:

Position is responsible for providing direct support to the ESL department in the department's office and serves as the office manager.

Essential Duties:

1. Performs all bookkeeping, accounting tasks for federal and state grants, including Title III, as well as local school division budget codes.
2. Prepares applications, amendments, monthly reimbursement requests, and other forms for various federal and state grants.
3. Uses SPAs, requisitions, authorizes receipts/payment on computer, requests checks, and pays invoices.
4. Prepares requisitions, vouchers, budget forms and other reports.
5. Prepares complex statistical and other reports requiring a number of separate tabulations and Excel formulas and pivot tables.
6. Performs general clerical tasks including correspondence, filing, copying, meeting and travel arrangements, telephone, scheduling, document distribution, typing, record keeping, and public relations.
7. Proofreads documents for accuracy and proper adherence to instructions/guidelines.
8. Responsible for arrangements/set-up for meetings
9. Maintains budgets for all grants and local funds
10. Processes certificates of absence, requests for leave and local travel forms.
11. Assist with communication/serve as liaison for visitors, parents, teachers, and students.
12. Keeps abreast of all federal and state ESL guidelines pertaining to ESL assessment
13. Working knowledge of MUNIS mainframe system including: Payroll applications, Accounts payable and Accounts receivable
14. Assist in ESL student registration process
15. Input ESL coding as appropriate in eSIS
16. Support ESL department as needed
17. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Performs any other related duties as assigned by the ESL Supervisor or other appropriate administrator.

Job Specifications:

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma with completion of business school and some college accounting courses or any combination of experience and training including or supplemented by business school courses. Ability to organize and maintain clerical and financial records and prioritize workload completing multiple tasks during any given day. Ability to make complex mathematical computations rapidly and accurately, including excellent bookkeeping and accounting skills. Ability and experience in inputting, organizing and maintaining

financial records including invoices, purchase orders, reimbursements, and databases in an electronic format and system. Knowledge of standard office procedures, practices, recordkeeping, and equipment. Ability to type accurately at a reasonable rate of speed. Considerable judgment and tact in handling many diverse problems. Excellent public relations and telephone skills. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to maintain confidentiality and demonstrate good judgment, tact and courtesy. Ability to follow complex oral and written directions, work independently. Bilingual speaker / translator preferred.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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 individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: ESL Instructional Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The ESL Administrative Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the ESL Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 09/19 CR