



Position: Title I Temporary

Wage/Hour Status: Non-exempt

Assignment: Title I Instructional Initiative Support, Temporary

Pay Grade: \$15 per hour (up to 18 hours/week)

Reports to: Principal or Department Leader

Funding Source: Title I Part A Grant
Contingent on grant Funding

Dept./School: Assigned Campus/Department

Date Revised: Spring 2024

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Print Name: _____ Campus: _____
Employee

Signature: _____ Date: _____
Employee

Signature: _____ Date: _____
Grant Administrator

Primary Purpose:

Organize, manage, and provide diverse Title I program clerical and operational support; assistance in grant project/program goals at campus or district level

Qualifications:

Minimum Education/Certification:

- High school diploma or equivalent.
- College hours/associate degree, preferred
- Passing standard on rigorous assessment(s) in reading, writing, and mathematics, administered by Human Resources may be required

Special Knowledge/Skills/Experience:

- Three years' secretarial/clerical experience, preferably in a public educational environment
- Experience with grant process, preferred
- Effective organizational, interpersonal, and communication skills
- Proficient computer skills to develop spreadsheets, create and manage databases, and word process; proficient file maintenance and ability to learn software
- 10-key by touch computer skills
- Ability to work under pressure of simultaneous deadlines and frequent interruption
- Ability to make precise, accurate mathematical calculations
- Knowledge of customary business procedures and general accounting practices
- Effectively communicate orally and in writing, knowledge of grammar, composition, and spelling

- Establish/maintain effective working relationships and maintain confidentiality
- Familiarity of school district/campus business procedures and organization
- May be skills tested in MS Word and Excel
- Verbal and written skills in a second language other than English, Spanish preferred

Major Responsibilities and Duties:

- Miscellaneous typing and correspondence for office
- Maintain supplies inventory, complete material purchase orders
- Translate, type, and proofread correspondence, meeting minutes, memos, newsletters, and other items
- Prepare materials using current technology and equipment (e.g., computer systems, copiers, etc.) and production equipment (e.g., laminator, staple, hole punch, binding equipment)
- Support and assist in all clerical areas of campus/department including reception, phone calls, attendance, bookkeeping and general office duties
- Data entry, record keeping, budgeting, and monitoring expenditures of Title funds
- Answer telephone, assist callers, route calls, and take and relay messages
- Follow all relevant federal, state, and local policies, procedures, and guidelines
- Contribute to a positive and professional learning environment
- Engage in all job-related responsibilities in a way that aligns with and supports LISD's Four Cornerstones
- Maintain regular and prompt attendance
- All other duties as assigned by campus or district administrators

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer, typewriter, printer, calculator, copier, shredder, multi-line phone system and fax machine.
- Standard office equipment including prolonged use of personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours
- Work with frequent interruptions, maintain emotional control under stress

OTHER: All employees are to follow district safety protocols and emergency procedures.
