

**JOB DESCRIPTION**Job Title: ***Leadership and Support Services Specialist (9864)***

**Job Summary:** The job of the Leadership and Support Services Specialist is established for the purpose/s of assisting the Leadership Support Services Department with the organization and monitoring of daily tasks, ensuring specialized tasks and projects are completed, organization of workshops and trainings, collection of data, providing effective communication and collaboration with project participants and programs, as well as other staff to complete assigned tasks or projects, gather and enter data, and to perform related clerical work.

**Essential Functions:**

- Assist in the research of programs and statutes for the purpose of ensuring that the department and LEAs served are within statutory and program guidelines.
- Assist the department for the purpose of obtaining or disseminating information to the appropriate parties.
- Prepares and submits the Consolidated Application of Funding (ConApp) to the California Department of Education (CDE) by working closely with Administrators to gather necessary data and grant information.
- Ensures data and expenditures are accurately tracked in SACS by working closely with the External Business Services department; Utilizes the CALPADS system to provide the CDE with the proper allocation formula for each categorical funding for school districts, county programs, and charter schools.
- Ensures data and financial figures are accurate when performing the yearly transfer of the Local Control and Accountability Plan (LCAP). Thorough review is done before submitting LCAP info to the CDE.
- Plans and coordinates Williams site visits with school districts and site administrators. Provides proper training and guidance to Leadership Support Services staff conducting visits.
- Provides clerical and technical support at Differentiated Assistance Visits.
- Attends Title III trainings to obtain the most current updates and information needed to prepare the necessary Title III MOU's.
- Co-facilitates Attendance Supervisor Training for countywide site administrators. Gathers, compares and presents student absentee data from the county and state level.
- Attends and shares information from various conferences and trainings including State & Federal, Federal Program Monitoring (FPM); California Association of Administrators of State and Federal Education Programs (CAASFEP); Title I; California Association of School Business Officials (CASBO); Countywide Business Manager; CALPADS; Improvement Science and Regional Support Network.
- Coordinates and host trainings, meetings and workshops by utilizing the OMS system to distribute information and gather registrations. Prepares and distributes advertisements including flyers.
- Provides technical assistance and support to parents and/or staff at various meetings including: Comprehensive Support and Intervention Sites (CSI), Dashboard, and LCAP Federal Addendum.
- Communicate with organizations for the purpose of maintaining clear communication and keeping current on project changes and needs.
- Compose correspondence for the purpose of ensuring that confidential letters, memoranda, agreements, and reports are produced in a timely manner.
- Maintains confidentiality regarding calls, correspondence or sensitive information for the purpose of ensuring accuracy and sensitivity of information of affected parties.
- Enters/types data for the purpose of ensuring that required forms and reports are completed.
- Prepares/processes the timely completion of all required reports to department administrators.
- Proofs, all documents for the purpose of ensuring accuracy of information, as well as grammar, word usage, syntax, spelling and punctuation.
- Provides administrative support for the purpose of ensuring that specialized tasks and projects are completed in a timely manner.
- Communicates with LEA and school staff for the purpose of ensuring that project objectives and requirements are met.
- Creates database/spreadsheets for the purpose of ensuring that data is maintained and collected for the documentation requirements.
- Creates and disseminates reports, brochures, certificates, and fliers.
- Gathers/collects data and information via the telephone, e-mail, and in person for the purpose of compiling reports required by the project.
- Maintains accurate records for the purpose of ensuring that documentation is organized, available, and retained.
- Operates a variety of office equipment for the purpose of facilitating the needs of the job.
- Perform other duties as assigned for the purpose of facilitating the needs of the job.
- Travels to various locations within and outside of the county for the purpose of meeting the needs of the job; some travel may require overnight stays.
- Provides technical assistance to districts and schools in state and federal regulatory and categorical programs.
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- Operates a computer for the purpose of recording data.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Maintains financial historical documents and accounting records for the purpose of securing and making available historical information when needed.

- Meets/confers with staff members and supervisor for the purpose of meeting statutory and internal financial reporting deadlines, providing information to districts, and effecting changes in the financial system.
- Provides training, technical assistance and information for the purpose of making other staff and district employees aware of pertinent financial information, available resources and procedural requirements for state and federal programs.
- Transport self to various school districts within Tulare County for the purpose of providing training and technical assistance.
- Acts as a liaison and resource person between the Department and various state and local agencies; review reports for compliance with State and local rules and regulations.
- Provides highly responsible technical support to the Leadership Administrator.
- Compiles information and prepares documents and reports.
- Verifies and audits data prepared manually against information input into computer system.
- Maintains files, documents and records.
- Provides training and technical assistance to districts and TCOE staff regarding state & federal planning templates such as consolidate application and LCAP.
- Communicates with the public, county, state and federal agencies, TCOE and district staff.
- Creates marketing materials for the purpose of promoting events in both the public and private sector.
- Maintains accurate records for the purpose of following budget requirement procedures.
- Responds to information requests from the supervisor for the purpose of maintaining an accurate flow of information on the status of planning and evaluating events.
- Travels to various locations using own vehicle for the purpose of supporting department and meetings.

**Skills, Knowledge and /or Abilities Required:**◆ **Skills to:**

- operate office equipment including a computer and software programs, 10-key calculator, copier, telephone, scanner, fax, etc.;
- type at a speed of 50 net words per minute;
- file accurately;
- research Ed Code and state and federal regulations;
- discern project restrictions;

◆ **Knowledge of:**

- word processing, Excel, and Illustrator software;
- records/data management procedures;
- Tulare County Office of Education policies and procedures;
- modern office methods, practices and procedures;
- correct English grammar, spelling and punctuation;
- ability to communicate and collaborate effectively with others;
- governmental accounting procedures;
- federal and state regulations for categorical programs;
- methods of organizing and maintaining team efforts;
- Consolidated Application of Funding (ConApp)
- California Longitudinal Pupil Achievement Data System (CALPADS)
- Local Control and Accountability Plan (LCAP)
- Williams Valenzuela Uniform Complaint Procedures
- Student Attendance Review Board (SARB)

◆ **Ability to:**

- use computers to update and create correspondence, use electronic calendars, store and retrieve documents and other word processing, spreadsheet and data base applications;
- communicate effectively, orally and in writing;
- treat the public and co-workers courteously, tactfully and cooperatively in a timely manner.
- understand and complete oral and written directions
- navigate the Internet;
- maintain confidentiality;
- coordinate meetings;
- organize projects
- create collection documents
- effectively manage time;
- organize and process records;
- operate standard office equipment;
- establish effective working relationships with staff and school district personnel.
- gather and configure data for presentation purposes

**Experience Required:**

- Two years of experience working in an office setting is preferred.
- Job-related experience with increasing levels of responsibility is desired.

**Education Required:**

- High school diploma or the equivalent.
- Bachelor's Degree in job related area.

**Certificates, Licenses, Clearances, Testing and or/ Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Typing certificate verifying 50 net words per minute.

**Other Special Requirements:**

- Willingness to work a flexible schedule including evenings and weekends if needed.
- Must be able to travel in and out of county using own vehicle.

**FLSA Status:** Non-Exempt

**November 2020**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.