POSITION DESCRIPTION

TITLE: Curriculum and Instruction Assistant
LOCATION: Administrative Service Center
REPORTS TO: Director of Instructional Development
DEPARTMENT: Curriculum and Instruction

SUMMARY STATEMENT:
Under the supervision of the Director of Instructional Development, the Curriculum and Instruction Assistant is responsible for grant auditing and accounting responsibilities as established by the Office of Superintendent of Public Instruction and the Federal Government. This position will provide regular updates to the Director of Instructional Development.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with building administrators, Content Specialists, Curriculum and Instruction Secretaries, vendors, and OSPI in person, by telephone, via E-mail, and in writing.
2. Perform computer-related functions for the Department of Curriculum and Instruction budget/fiscal information such as establishing and maintaining budget projections, reconciliations, and monthly financial reports.
3. Regular use of the WESPaC/Skyward Fiscal System including auditing and correcting budget object coding for site/department instructional purchase requests.
4. Use Excel for creating spreadsheets to track contract renewals and purchase orders; prepare and verify monthly budget reconciliation reports.
5. Setup and maintain accounting system for all grants managed by the department and Curriculum and Instruction budgets.
6. Assist in writing and coordinating procedures for the Department of Curriculum and Instruction, including auditing records to verify compliance to policies and procedures for Title II grant.
7. Keep current on District accounting policies and procedures, and Federal and State guidance concerning Title II.
8. Know and apply State and Federal laws and regulations over all grant dollars managed by the department.
9. Research, revise, and recommend budget adjustments to the Director of Instructional Development to ensure compliance with Federal and State laws and regulations, and to ensure expenditures are allowed, mandatory requirements are met, and carryover amounts for grants are accurate.
10. Assist and advise the Curriculum and Instruction Department on allowable Title II expenditures. Act as a resource person for the District.
11. Audit legality of expenditures, check records for accuracy, investigate discrepancies, and take corrective action to reconcile account balances and account codes.
12. Work with Human Resource Department, Payroll Department, Accounting Department, and Budget Department as needed (such as updating staff information, submitting expenditures, etc.).
13. Create, review, and monitor program budgets on the I-Grants system for all department managed grants. Submit monthly reports.
14. Act as resource for I-grant, general ledger, and research questions.
15. Assume responsibility for fiscal year-end closing, including expenditure and revenue accruals, journal entries, revenue carry-overs, spread sheets, and preparation of annual financial statements.
17. Create and coordinate purchase orders, journal vouchers, and budget transfer processes for tasks.
18. Process vendor invoices for payment, i.e. verify items received, services rendered, and authorized signatures and account codes for the Curriculum and Instruction Department.
19. Analyze and prepare the annual general fund budget for the Curriculum and Instruction Department.
20. Receive requisitions, verify account codes, and generate purchase orders.
21. Estimate and create blanket requisitions annually.
22. District Follett/Destiny liaison for textbook inventory software program.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Perform special projects as requested.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%)  Speaking (66-100%)  Vision (66-100%)
Sitting (33-66%)   Standing (33-66%)  Walking (Up to 33%)
Writing (66-100%)  Bending/Stooping (Up to 33%)  Standing (Up to 33%)
Lifting/Carrying-Up to 30 lbs. (Up to 33%) Acceptable Attendance
Use of hands and or arms for repetitive motion (66-100%)
MENTAL DEMANDS REQUIRED:

Written Communication (66-100%) Verbal Communication (66-100%) Reading Documents (66-100%)
Reasoning (66-100%) Detailed Work (66-100%) Confidentiality (66-100%)
Multiple Concurrent Tasks (66-100%) Customer Contact (66-100%) Math (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, printer, 10-key calculator, telephone, copy machine, and all other equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Keyboarding of 50 wpm.
2. A minimum of three years of experience in a data processing environment.
3. Understanding of Evergreen Public School's Chart of Accounts preferred.
4. Must possess a working knowledge of generally accepted auditing practices.
5. Demonstrated ability to perform on the computer, using Windows environment and Microsoft applications.
6. Familiarity with the Internet, and general knowledge of the WESPaC system and related applications.
7. Working knowledge and experience with I-Grants preferred.
8. Demonstrated ability to communicate effectively with administrators, members of the Cabinet, and secretaries.
9. Demonstrated ability to problem solve, analyze, and resolve accounting-related issues.
10. Must possess good math skills.
11. Demonstrated training skills.
12. Demonstrated organizational skills and a commitment to follow through.
13. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
14. Must possess personal characteristics of flexibility, cooperativeness, and confidentiality.
15. Demonstrated ability to work independently with a minimum of supervision.
16. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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</tbody>
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260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: _________________

District: ___________________________ Date: _________________

Revised Date: 07/18/2019
Classification: Professional Technicians - Office Clerical
Class: Class I
Display on Web? Yes

Curriculum and Instruction Assistant