POSITION DESCRIPTION

TITLE: English Language Learners (ELL) Professional Development Support Clerk

LOCATION: ELL Department-ASC Blue

REPORTS TO: Sheltered Instruction specialists

DEPARTMENT: ELL

SUMMARY STATEMENT:
Under the supervision of the Sheltered Instruction Professional Development Specialist and other ELL Department leaders, the Professional Development Support Clerk is responsible for assisting in all ELL department professional development activities.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with district personnel, school administrators, teachers, and the general public in person, via telephone, email, and in writing.
2. Assist with the planning and coordination of a variety of teacher trainings within the ELL department.
3. Assist in the preparation and set-up of professional development, such as gathering and organizing trainer supplies (chart paper, markers, books, sign-in sheets, etc.)
4. Maintain professional development calendar that coordinates ELL department professional development offerings.
5. Assist in facilitating room reservations for trainings.
6. Establish and maintain computer files and records, including spreadsheets and word processing for teacher attendance, and participation in ELL professional development.
7. Assist in researching, compiling, and analyzing data and preparing special reports and summaries.
8. Occasional flexibility needed to meet planned professional development schedule.
9. Other related duties as assigned.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
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</thead>
<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Walking (Up to 33%)</td>
<td>Travel (66-100%)</td>
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<tr>
<td>Writing (33-66%)</td>
<td>Bending (Up to 33%)</td>
<td>Stooping (Up to 33%)</td>
</tr>
<tr>
<td>Sitting (33-66%)</td>
<td>Acceptable Attendance</td>
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MENTAL DEMANDS REQUIRED:
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.

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC, typewriter, telephone, copy machines, fax machine, Skyward/WESPac System, and other equipment necessary to perform the essential functions listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Demonstrated ability to communicate effectively.
3. Demonstrated ability to perform on the computer, including data entry, using Windows environment and Excel spreadsheet applications.
4. Demonstrated understanding of or open to learning new file sharing applications such as Google Docs.
5. Demonstrated ability to operate the office equipment listed above.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated organizational skills and a commitment to follow through.
8. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
9. Demonstrated ability to problem solve, analyze, and resolve related issues.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ___________________________________________  Date: ______________
District: ___________________________________________  Date: ______________

New
Revised Date: 10/15/2015
Classification: Clerical
Class: Class II
Display on Web? Yes

English Language Learners (ELL) Professional Development Support Clerk