

CATEGORICAL PROJECT CLERK

ELEMENTARY AND MIDDLE SCHOOLS (Funded 65% LCFF and 35% Title I)

DEFINITION

Under the general supervision of an Administrator and/or the Senior Director of Categorical Programs and Services, assists with the interpretation of District, State, and Federal policy, regulations, program goals and objectives pertaining to categorical programs and services; performs a wide variety of general clerical duties to support categorically funded programs and services, of average difficulty, with speed and accuracy; performs simple accounting and maintains fiscally-related clerical functions pertaining to categorical programs and services; Assists with general clerical and accounting functions; performs other related categorical programs duties as required and/or assigned.

Title I ESSENTIAL DUTIES (35%)

- Acts as a resource and assists parents and/or teachers in the understanding of categorical programs and services regulations, program goals and objectives.
- Assists in the compilation, preparation and maintenance of confidential information for categorical programs effectiveness, which may include personnel, student records and/or data regarding, but not limited to:
 - Supplemental Educational Services
 - Response to Intervention (Tier II and Tier III)
 - Before and after school site level intervention programs for at-risk students
 - Saturday intervention programs for at-risk students
 - Categorically funded supplemental personnel
- Assists with the planning, preparation, delivery and compilation of categorically funded Parent Involvement.
- Assists with the preparation and collection of results relating to the annual Title I or EIA/SCE Parent Needs Assessment.
- Contacts parents, schedules appointments, receives visitors, and maintains a log regarding questions and requests of information pertaining to categorical programs and services:
 - Acts as a resource and provides parents and/or teachers information about and registration for:
 - f* site and district parent involvement trainings and meetings and site and district advisory committee activities
 - f* before and after school site student intervention programs
 - f* other related program and community services available

- Maintains an inventory of supplemental categorically funded equipment and instructional materials:
 - o Acts as a resource and provides assistance to staff regarding supplemental materials and/or equipment available to close the achievement gap in ELA and/or Math.
 - o Acts as a resource to parents and provides assistance regarding supplemental parent materials and/or equipment available for checkout to assist parents with supporting their student to increase academic performance in ELA and/or Math.
 - o Acts as a resource to students and provides assistance regarding supplemental student materials and/or equipment for checkout to increase academic performance in ELA and/or Math.
- Independently composes parent letters and memoranda that inform parents of supplemental support relating to categorically funded programs and services to increase student achievement listed, but not limited to:
 - o Supplemental Educational Services
 - o Response to Intervention (Tier II and Tier III)
 - o Before and after school intervention programs for at-risk students
 - o Saturday intervention programs for at-risk students
 - o Parent Involvement
 - o Parent Survey
 - o Staff Needs Assessment
 - o Professional Development
- Assists in providing fiscal information to staff, parents, and others pertaining to categorically funded matters, issues and concerns.

OTHER ESSENTIAL DUTIES

- Performs a variety of categorical clerical tasks to assist administrators and teachers in the compilation of pre/post assessment data of students in categorically funded supplemental programs and services, that includes typing, keyboarding, data entry, proofreading, filing, and record keeping listed, but not limited to:
 - o Supplemental Educational Services
 - o Response to Intervention (Tier II and Tier III)
 - o Before and after school intervention programs for at-risk and EL students
 - o Saturday intervention programs for at-risk and EL students
 - o Parent Involvement (Title I or EIA/SCE; Non-Title I; LEP)
 - o Parent Survey (Title I; Non-Title I; LEP)
 - o Staff Needs Assessment (Title I or EIA/SCE; Non-Title I; LEP)
 - o Professional Development (i.e. EL; SWD; ELA; Math; etc.)
 - o Categorically funded personnel (Title I or EIA/SCE; LEP)
- Compiles information and prepares statistical records, budgetary reports and summaries pertaining to categorically funded programs as a reference for parents, staff, and others which includes, but not limited to:
 - o Maintaining and verifying categorical balances and adjustments

x Assists with creating, implementing, and moni

Reasonable accommodation may be made to