

CATEGORICAL PROJECT CLERK

HIGH SCHOOLS (Funded 100% LCFF)

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.

General Fund ESSENTIAL DUTIES

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 categorical or non-categorically funded Parent Involvement.

Assists with the preparation and collection of results relating to the annual Title I or EIA/SCE Parent Needs-.00g,

Maintains an inventory of supplemental categorically funded equipment and instructional materials:

- 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.
- 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.
- 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:

- Supplemental Educational Services
- Response to Intervention (Tier II and Tier III)
- Before and after school intervention programs for at-risk students
- Saturday intervention programs for at-risk students
- Parent Involvement
- Parent Survey
- Staff Needs Assessment
- Professional Development

Assists in providing fiscal information to staff, parents, and others pertaining to categorically funded matters, issues and concerns.

Assists with creating, implementing, and monitoring general fund budget

Assists the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices.

Assists in the preparation and maintenance of permanent student records, including the record of grades, test scores, attendance information and a variety of confidential information

Assists in the processing of student transcripts, records, and registrations

Receives money and prepares receipts for bank deposits

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:

- Supplemental Educational Services
- Response to Intervention (Tier II and Tier III)
- Before and after school intervention programs for at-risk and EL students
- Saturday intervention programs for at-risk and EL students
- Parent Involvement (Title I or EIA/SCE; Non-Title I; LEP)

- Parent Survey (Title I; Non-Title I; LEP)
- Staff Needs Assessment (Title I or EIA/SCE; Non-Title I; LEP)
- Professional Development (i.e

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION