



Job Description

POSITION TITLE:	Charter School Facilitator	#2399
	Venture Academy/County Operated Schools and Programs	
SALARY PLACEMENT:	Classified Salary Schedule	
	Range 29	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Equivalent of the completion of the twelfth grade. Four years of varied and progressively responsible secretarial experience at the administrative level.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Advanced computer skills, including knowledge of Word, Excel, FilemakerPro, E-mail and Electronic calendars. Advanced experience in business procedures, applications, and bookkeeping, including receivables, payables and financial records. Experience working in a school district or county office of education. Bilingual in Spanish.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Basic office methods, practices, and procedures, including filing systems, correspondence, standard English usage, spelling, grammar, and punctuation. Advanced computer skills. Ability to carry out oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Be flexible and receptive to change.

DISTINGUISHING CHARACTERISTICS:

The Charter School Facilitator performs skilled secretarial and administrative duties for a large organization unit with subordinate levels of management, which are served by this position. This position performs skilled secretarial and administrative assistance duties for an organization unit, which typically involves a single program, or a group of related programs.

SUMMARY OF POSITION:

Under general direction of management personnel, performs a wide variety of complex and responsible secretarial, technical, clerical and accounting duties; has extensive dealings with the public and school district personnel. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Serves as secretary to management employees. Answers telephone calls; handles visitors; receives and relays messages; handles requests for information and assistance.
2. Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
4. Receives, reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures. Processes documents in compliance with established policies and procedures.
5. Maintains expenditure records of office budget; prepares and coordinates budget transfer requests as necessary; tracks expenditures from each budget line item.
6. Prepares and processes all purchase orders; verifies amounts to pay partial and final invoices; makes copies and keeps accurate records of all payments.
7. Prepares rooms for meetings; arranges for necessary materials and refreshments.
8. Establishes and maintains a variety of office filing and recordkeeping systems including inventory data collection systems.
9. Receives, sorts and distributes incoming mail.
10. Orders and distributes office supplies and materials.

11. Gathers, reviews, compiles information and prepares accurate comprehensive reports and surveys with deadlines as assigned.
12. Serves as clerical support to the Department. Schedules appointments; types letters and notices; prepares materials and reports as needed.
13. Prepares correspondence independently on matters not requiring the attention of an administrator.
14. Maintains strict confidentiality on all job-related matters.
15. Makes mathematical calculations with speed and accuracy.
16. Recorder of Venture Academy's Governing Board meetings.
17. Create, verify and review documents for school mailings and school website postings.
18. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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