

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Staff Development Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-36/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, prioritize, schedule and perform a variety of responsible and technical secretarial and clerical duties in support of an assigned area or program; prepare and present in-service training to individuals, small groups and/or large groups; organize office functions and coordinate the flow of communications in a reasonable, timely manner to provide professional services to sites, departments or outside agencies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize and coordinate office functions and activities to relieve assigned supervisor of routine clerical details in a reasonable, timely manner to meet the needs of the sites, departments and outside agencies. *E*

Perform a variety of duties requiring independent judgment and initiative; prioritize duties including telephone requests, correspondence, internal communications, and reporting requirements; *E*

Prepare and present in-service training sessions to individuals, small groups, and large groups in support of professional learning; create, prepare and assemble materials and information for presentations. *E*

Compose correspondence independently or from oral or written instructions or draft; prepare, copy and mail flyers and other correspondence and materials to the appropriate staff or outside individuals/groups. *E*

Prepare and maintain a variety of documents, correspondence, reports, brochures, flyers, requisitions, and related materials; develop and maintain budget and financial materials and statistical information to ensure the financial stability of the District. *E*

Collect and compile statistical data and other information for inclusion into special and periodic reports; analyze data for accuracy to ensure the credibility and integrity of the District. *E*

Ensure timely accurate communications between assigned office and other departments and agencies; coordinate activities between the Supervisor and other District personnel. *E*

Receive and screen callers and visitors to ensure reasonable, timely delivery of communication to appropriate staff, sites, departments or outside individuals or group; provide information concerning District policies and procedures or direct to appropriate staff; receive, open and distribute mail. *E*

Maintain and ensure accurate and reasonable, timely scheduling of calendars, meetings, conferences, workshops, training sessions and appointments; make travel arrangements and prepare claims forms for District personnel. *E*

Operate a variety of office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Utilize presentation, graphics and design software programs or other system software program to create and develop flyers, brochures, and other documents as directed. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation and three years of increasingly responsible technical clerical or secretarial work; some college units and experience in providing in-service training and presentations desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department operations, practices, specific rules and procedures of the office.
Operation of a computer and data entry techniques.
Software programs including but not limited to word processing, spreadsheet, and basic presentation programs.
Accurate financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Receptionist and telephone techniques and etiquette.
Oral and written communication skills.
Education Codes, Board policies and District regulations related to assigned activities.
Policies and objectives of assigned programs and activities.

ABILITY TO:

Operate a computer to enter data, maintain records and generate reports, memorandums and letters.
Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to current position.
Assemble diverse data and prepare clear and concise reports.
Maintain files and records.
Type at 40 net words per minute.
Interpret and apply specific rules, policies and procedures of the office or program.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and written direction effectively.
Organize and prioritize to meet schedules and time lines.
Prepare reports, flyers, brochures, correspondence, and related materials.
Prepare and present in-service training to individuals, small groups, and large groups.
Work confidentially and independently with many interruptions.
Determine appropriate action within clearly defined guidelines.
Learn new or updated computer systems/software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting and operating a keyboard to enter data into a computer terminal for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally and bending at the waist to retrieve files and storage materials; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials; lifting of presentation materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions