



FREMONT UNION HIGH SCHOOL DISTRICT

Site: FUHSD Adult School

Position: Adult School Accountability Specialist

Work Year: 245 days Month: 12 Range: 112

SUMMARY OF BASIC FUNCTIONS & RESPONSIBILITIES

Under the general supervision of a designated administrator, assumes responsibility for state- and federal-mandated accountability data collection, analysis, audits, reporting and awareness for the program. Works closely with the Administration in the implementation of and compliance related to accountability reporting procedures, confidentiality and student assessments. Understands and works effectively with people of differing ages and cultures.

ESSENTIAL DUTIES & RESPONSIBILITIES

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.

- Maintains the Adult School accountability and assessment database.
- Accesses, receives and enters information to the student information system and state and federal accountability databases.
- Collaborates with administration and coordinators to implement, evaluate and refine school-wide processes for the assessment and accountability systems; provides feedback and analysis for areas needing improvement.
- Interacts with the technology department regarding downloads, uploads, system software upgrades and any problems with the student system regarding accountability processes.
- Coordinates and proctors e-testing for pre- and post-testing for testing sessions and classes; prepares instructions and materials for testing sessions at multiple sites.
- Coordinates and conducts the required student and staff surveys for state and federal accountability.
- Uses data from accountability and student information systems to generate reports and prepare spreadsheets or other documents with customized data for various teams or personnel.
- Supports the administrator to prepare and submit end of year data and certification reports; meets state and federal reporting requirement deadlines.
- Participates in state and federal accountability staff development and mandatory implementation training and workshops throughout the year; attends network meetings.
- Maintains and monitors required state and federal certifications and program compliance.
- Collaborates with the designated administrator and members of the consortium data workgroup to refine and enhance the consortium database and student tracking tool.
- Develops a deep familiarity with federal, state, and local laws and regulations related to compliance, reporting, and public programs by participating in ongoing training.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions, forms, reports and documents with minimum direction. Reviews forms and materials

for completeness, accuracy and conformance with established requirements.

- Responds to inquiries and conveys information about programs and services provided by the organizational unit and district.
- Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator. Responds to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Provides information and assistance to visitors, school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents, discipline and activities.
- Organizes work by setting up accountability calendars and cycles, then establishing and sequencing deadlines and/or timelines for projects, activities, and required submissions and reports.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, community members, teachers and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- May conduct research to compile reports for administration or outside agencies.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Skills & Abilities:

- Operates a computer to perform clerical and data entry work with speed and accuracy to organize, update and maintain student, course and other databases.
- Requires the ability to communicate with and convey technical information to staff and customers using patience and courtesy, and in a manner that reflects positively on the school and district.
- Requires business mathematics skills to compute sums and basic statistics.
- Requires a working knowledge of data entry methods and computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics and database software procedures and equipment used for student and academic information.
- The ability to use spreadsheets effectively to organize data in preparation for importing or exporting data to and from databases, make accurate calculations and analyses, and build charts to communicate information.
- Requires basic knowledge of laws, regulations, policies and procedures governing district and school operations, student information and services including curriculum, instruction and assessment.
- Must be skilled in using and troubleshooting various standard office machines.
- Requires well-developed skill using the English language, grammar, spelling, punctuation to accurately proofread and edit writing for professional correspondence.
- Must be able to learn, interpret, explain and apply knowledge of District, site, and department

organization, operations, programs, functions and special department terminology when performing assignments.

- Requires the ability to assess programs and procedures and initiate modifications.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to work independently on multiple tasks of a complex nature with little supervision.
- Requires the ability to work cooperatively and maintain harmonious relations with staff, contractors and the public.
- Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions.
- Requires the ability to travel to all District sites to complete projects and support special events.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read, prepare and proofread documents.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer, and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education & Experience:

Required: high school diploma or equivalent, and three years of increasingly responsible office experience providing administrative support in the areas of entering, accessing, and manipulating data.

Required:

- A valid driver's license and/or be able to provide own transportation in conduct of work assignments.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Environment: Indoor, office setting. Work is performed in an office with continuing disruptions and distractions requiring pausing and restarting often.
- May need to travel to multiple sites to perform job functions
- Supports the adult education program one evening weekly, including assessing students, processing student registrations, communicating with teachers and students, and providing equipment and materials to teachers.