

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**Instructional Secretary, Title I School Improvement (1.0 FTE)  
Instruction and Student Services  
KSP Salary Schedule (12 month)  
Range 11 (\$17.86 - \$23.32 per Hour)**

**Our Mission:**

Nurture the dreams of all students and empower all students to contribute to a better world.

**Scope of Responsibilities**

Serves as the district-level instructional secretary for the Title I and School Improvement Office and for selected components of ESEA and No Child Left Behind services delivered in public and non-public schools, community agencies and Title I institutions serving Title I students. Must be knowledgeable and skilled in a wide range of office procedures, including the ability to use a variety of software applications. The instructional secretary must be able to communicate accurately and effectively with building-level staff, parents, community agency personnel, and vendors.

**Performance Responsibilities**

1. Provide secretarial support for the area of Title I and School Improvement as assigned by the Coordinator of Title I and School Improvement.
2. Perform secretarial work and other duties including maintaining budget reports and calendars, email/telephone duties, and organizing and filing.
3. Assists in the implementation of Title I requirements under the Elementary and Secondary Education Act (ESEA), the No Child Left Behind Act of 2001 (NCLB) and the MDE-approved waiver components (July 2012).
4. Monitors Title I grant functions, including budget, grant amendments, and Title I record keeping functions (e.g., expenditures, hourly employees).
5. Provide clerical support to the Director of School improvement, Title I, and Assessments including Title I, part A budget preparation, and monitoring Title I, Parts A&D program budgets, on a quarterly basis.
6. Provides assistance with the Title I school improvement planning process.
7. Provides support to the Title I Parent Office as directed.
8. Verifies low-income counts at non-public school sites for Title I funding.
9. Assists with Title II, Part A monitoring for non-public schools.
10. Processes Title II, Part A expenditures for non-public schools and maintains documentation.
11. Communicates with public and non-public school personnel and community agencies.
12. Compiles and prepares program evaluation materials.
13. Provides clerical support for the preparation of required reports.
14. Gathers, prepares, and maintains Title I audit information.
15. Maintains equipment inventory for Title I, Parts A & D including annual on-site verification.
16. Prepares informational presentation materials for Title I-funded projects.

17. Completes and submits Time and Effort Reports (i.e., Monthly Federal Certification Forms and Personnel Activity Reports or Semi-Annual Certification Forms) as required for any personnel fully or partially funded with federal funds.
18. Performs other duties as assigned by the Director of School Improvement, Title I, and Assessments.

### **Minimum Qualifications**

1. Must be highly motivated and able to work independently, and work well with others.
2. High School diploma or equivalency.
3. Intermediate knowledge in Microsoft Office Programs (Word, Excel, Publisher, PowerPoint).
4. Three years of successful office experience.
5. Ability to establish timelines, attend to details, and see projects through to completion.
6. Ability to quickly learn computer programs as they become available and as current programs are updated.
7. Evidence of skill in written and verbal communication.
8. Experience in maintaining budgets and generating reports.
9. Evidence of a desirable work record (i.e. low absenteeism, flexibility, good performance).

### **Desirable Qualifications**

1. Previous office experience as an administrative assistant or secretary.
2. Completion of courses in the use of computers and business procedures/administration.
3. Advanced technical skills.
4. Self-starter and motivated to take on multiple projects.
5. Ability to work both independently and as a team member.

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**Kalamazoo Public Schools is an Equal Opportunity Employer.**