



TITLE:	Title I Secretary	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Director of Federal/Special Programs	TERMS:	223 Days
DEPARTMENT:	Finance	PAY GRADE:	PT6

PRIMARY PURPOSE:

Facilitate the efficient operation of the Title I program, and to provide essential clerical and organizational support to ensure efficient office operations to Title I staff.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to successfully interact with students, professional employees and district patrons

Ability to write reports and business correspondence

Organizational skills

Experience:

Experience with clerical or related duties

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, etc.). All safety rules and procedures will be adhered to and the work area will be kept clean and orderly at all times. The noise level in the work environment is usually low to moderate.

Essential Functions: Paid % from Funds

1. Provide administrative assistance to the Director, Title I Coordinator, and Homeless/Foster Care/Military Connected Coordinator in support of program operations for Title I, McKinney-Vento, unaccompanied youth, and foster care students.
2. Demonstrate knowledge of and compliance with all applicable federal, state, and district policies, procedures, and regulations related to Title I and other assigned programs.
3. Perform a high volume of computer-based tasks with speed and accuracy, utilizing district software to input, track, and manage both general and confidential data.
4. Compile, pull, and prepare reports or data for the Director, Coordinator, or Liaison as requested, ensuring accuracy and timeliness.

5. Maintain, record, and reconcile all budget accounts for the Title I Department and the Homeless/Foster Care/Military Connected program; review monthly and quarterly reconciliations, and report account balances, discrepancies, or concerns to supervisors.
6. Process accounts payable invoices, input requisitions, and perform other financial duties for both Title I and Homeless/Foster Care/Military Connected accounts as directed.
7. Maintain and update fixed asset and inventory records for the department, ensuring compliance with district guidelines and audit requirements.
8. Maintain organized and up-to-date filing systems that meet district guidelines and program compliance requirements, ensuring quick retrieval of documents when needed.
9. Monitor and maintain calendars for the Director, Title I Coordinator, and Homeless/Foster Care/Military Connected Coordinator, including scheduling appointments, coordinating meetings, preparing and arranging travel, and ensuring awareness of upcoming deadlines, reports, and events.
10. Maintain a calendar of required reports for submission to the Texas Education Agency (TEA) and ensure compliance with all Title I and McKinney-Vento documentation deadlines.
11. Assist in contacting families regarding Student Residency Questionnaires, McKinney-Vento eligibility, and other important communications.
12. Support the distribution of supplies and materials to families through the district's Helping Hands Closet.
13. Provide assistance to federal and state education officials, district administrators, legal advisors, financial auditors, law enforcement, welfare agencies, district patrons, and representatives from other school districts, as related to assigned programs.
14. Maintain all required certifications and complete necessary training hours to remain in compliance with district and program standards.
15. Represent the district in a professional and courteous manner when interacting with parents, community members, staff, and students.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable. I understand this job description is supported by a single cost objective, even though funding could be split among multiple sources.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date