



Job Title: McKinney-Vento Office Aides – TEHCY Grant **Exemption Status/Test:** Non-Exempt

Reports to: McKinney-Vento Case Manager **Date Revised:** July 2021

Dept. /School: Family and Community Engagement

Primary Purpose:

Assist parents and students who qualify under the McKinney-Vento Act. Provide clerical and administrative services to support district and campus level McKinney-Vento involvement efforts outlined in the TEHCY Grant.

Qualifications:

Education/Certification:

High School Diploma, or equivalent, from an approved educational institution.

Experience:

Two (2) years successful experience in public school setting

Special Knowledge/Skills:

Bilingual preferred

Good telephone and public relations skills

Effective communication and interpersonal skills

Proficient skills in keyboarding, word processing, and file maintenance

Working knowledge of basic office procedures and the operation of common office equipment/machines

Strong written and oral communication skills, including grammar and spelling

Ability to prioritize workflow to address the multiple needs of the supervisor or the department

Ability to multi-task numerous complex administrative activities

Ability to read, analyze, and interpret general business and technical publications

Ability to apply common sense understanding to carryout written, oral, or diagram instructions

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Ability to apply common sense understanding to carryout written, oral, or diagram instructions

Ability to work with numbers in an accurate and rapid manner

Strong organizational and interpersonal skills

Detail oriented

Ability to work well with a diverse population

Working knowledge of Skyward, Kronos, Excel, Word, PowerPoint and Google preferred

Major Responsibilities and Duties:

1. Receive visitors and assist families with basic information, completing online forms, and respond to general inquiries about functions of McKinney-Vento.
2. Receive telephone calls; respond to general inquiries about functions of the McKinney-Vento program; screen calls.
3. Monitor McKinney-Vento program inventory, ensure the numbers are correct and up-to-date.
4. Utilize office technology (e.g., fax machine, copy machines, electronic stapler/hole punches, etc.) to complete tasks and maintain operational readiness of equipment.
5. Assist with Student Residency Questionnaire (SRQ), calls and file any completed SRQs.
6. Fill any pending Garland Rowlett Sachse Giving Room requests, enter into inventory and maintain an adequate supply of materials.
7. Assist with preparing supply orders and organizing supplies for the McKinney-Vento Program.

8. Assist with the organization and set up of McKinney-Vento grant programs.
9. Maintain appropriate files and records associated with responsibilities to support district and campus level McKinney-Vento parent involvement efforts.
10. Assist with callouts for McKinney-Vento events.
11. Compile, maintain, and file all reports, records, and other required documents related to the McKinney-Vento Program.
12. Maintain auditable records related to the McKinney-Vento Program in an orderly and accurate manner.
13. Assist with organizing and maintaining an inventory of donated items.

Professional Effectiveness

14. Maintains confidentiality and integrity of information handled within the office.
15. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of Garland ISD.
16. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
17. Use effective communication skills to present information accurately and clearly.
18. Complete work efficiently, accurately, and promptly.
19. Show initiative to assuming responsibility for routine office functions, duties, and responsibilities.
20. Relate to staff, students, and parents in ways that convey mutual respect, concern and high expectations.
21. Demonstrate effective organization skills.
22. Demonstrate effective technology skills, including use of appropriate software and keyboarding skills.
23. Accept responsibility for the care and protection of district property.
24. Perform other duties as assigned.

Personal Effectiveness

25. Determine priorities and maintain office controls to ensure timely accomplishment of assigned tasks.
26. Demonstrate professionalism in dealing with students, parents, community members, and colleagues.
27. Exert a positive influence demonstrating a "can do" attitude and fostering a collaborative work environment.
28. Maintain a problem solving mindset, approaching problems with tact directness, and integrity.
29. Maintain professional behaviors, including appearance, daily attendance punctual arrival, and orderly workspace.
30. Maintain mental alertness and physical ability to perform job functions.
31. Demonstrate interest in acquiring new skills and knowledge.
32. Pursue professional development through reading, attending conferences/training, and being involved with related associations and/or organizations.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.