



## Job Description

**Job Title:** Office Personnel - Class 5 - Central Offices - Program Management

**Classification:** Classified

**Salary Schedule:** XB7

**Department:** Central Support Offices

**Reports To:** Department Administrator

**FLSA Status:** Exempt

**Date:** April 2025

**Approved by :** Northwest Local School District Board of Education

**Job Summary:** Provide support and secretarial services for the efficient operation of the assigned department. To coordinate the daily operations and compliance monitoring of the department.

### Job Qualifications:

1. High School diploma or GED equivalent required.
2. Technology skills - These skills include proficient computer skills and the ability to work with ESB, DASL, Event Pro, Google Docs, Microsoft Office (Word, Excel, Powerpoint, and Access) etc.
3. Polished communication skills as it relates to working with various stakeholders.
4. A high level of organizational skills.
5. Ability to maintain a level of confidentiality regarding district information and records.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Essential Duties:

1. Manage gifted program with the liaison from HCESC including communication about timelines and testing, running Gifted Initialization in SIS, Creating Written Acceleration Plans in SameGoal, Monitoring WEP and Progress Report Completion in SameGoal, MAP and CogAT Data Review for new IDs, Creative Thinking Screeners, Marking Students as Screened, Identified, Served in SIS



and SameGoal, Gifted Profiles in SameGoal, Adding Membership codes for EMIS, adding FB records for EMIS, No Service Letters, Managing Caseload for Gifted Intervention Specialists, Gifted Not Served Letters, Parent Notifications for New Identifications, Creating and Maintaining Gifted Student Rosters by Building, Tracking Completion of Gifted HQPD, Gifted Referral Forms and Scheduling Individual Student Assessments, Collaboration with Gifted Coordinator and Admin, Proofreading and updating new Gifted Program Handbook

2. Manage ELL program including the review of home language survey, maintenance of ELL student records, complete identification, and Parent Notification letters. Create and maintain translated documents in share drive. Enter identification information in the SIS upon identification.
3. Maintain compliance for Early Entrance program such as tracking form, parent inquiries, form maintenance, scheduling testing, parent letters/notifications, ordering materials for Early Entrance
4. Manage and approve home schooling requests (maintain list of students approved for home schooling, answering parent phone calls, liaison to HCESC)
5. Manage communication and be point of contact regarding Erin's Law & Save Students Act while maintaining spreadsheets and communication of opt out to buildings for required training
6. Maintain inventory of additional available teacher and student resources for instruction and intervention, fulfill requests for resources from buildings from inventory (student workbooks, teacher materials), rebinding, textbook and chemical disposal
7. Proofreading and helping with preparation of Department/Building Handbooks: HS Program of Study, Field Trip, Credit Flex, Grading and Reporting, solicitation and incorporation of feedback, preparing copies, posting to website
8. Perform other job related duties as assigned.

### **Other Duties and Responsibilities:**

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in



positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

## Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 247 days



# NORTHWEST LOCAL SCHOOL DISTRICT

**Title:** Office Personnel - Class 5 - Central Offices - Program Management

**Employee:** \_\_\_\_\_  
(Print Name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)