

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 20, 2013
Salary Schedule: 20; Row 25

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: PROFESSIONAL DEVELOPMENT TECHNICIAN

JOB PURPOSE STATEMENT/SUMMARY: Under general supervision, perform complex clerical work of above average difficulty involving the planning and facilitation of meeting and trainings, creating and maintaining records, data entry, effective communication with outside vendors, other departments and internal staff and perform other related work as required.

JOB FUNCTIONS:

- Meets with Professional Development staff and training provider to plan and organize events, ensuring that all details of the event are addressed.
- Communicates with all stakeholders to ensure that any changes/additions to training events are confirmed and implemented successfully.
- Creates marketing materials for professional development events and distributes to all stakeholders via email, website and/or any other methods of effective notification.
- Maintains the Professional Development website, updating the event calendar, registration information, and description of training events.
- Responsible for processing registrations, evaluations and other data related training events and communication to all stakeholders.
- Plans and orders necessary refreshments for training events, ensuring food is delivered, set up and removed.
- Creates sign in-sheets and event signage for all trainings events.
- Works with vendors to obtain necessary equipment, materials, and supplies to ensure the highest quality training experience and learning environment for all staff members, including participants from other school districts.
- Sets up events including, but not limited to, decorating training rooms and tabletops, room set up, and prepare and troubleshoot all technology devices and presentation tools necessary.

Job Functions - continued

- Breaks down events including, but not limited to, returning all supplies, cleaning and rearranging furniture.
- Demonstrates organizational skills
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs other related duties as assigned or needed.

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Three (3) years of increasingly responsible secretarial work in an educational setting (desirable)

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 55 corrected words per minute (not valid if older than one year prior to date of application)

Job Qualifications – continued

- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payments of an equal service fee is a condition of employment