



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description CLOCK HOUR PROGRAM MANAGER

POSITION SUMMARY: This position is responsible for processing all District continuing education clock hours. Clock hours are used for teacher salary advancement and renewal of teaching and administrative certificates. Therefore, accuracy and completeness are key for success in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate with department, district and school staff to ascertain that all clock hour and credit applications are complete, accurate, meet guidelines, and correspond with staff as necessary
- Manage Class schedule for ESD Paraeducator
- Serve as liaison with software technical assistance department
- Serve as liaison to colleges and universities for classes offered for credit
- Serve on district Staff Development Advisory Committee and district and regional committees undertaking projects related to position as requested
- Assist with the creation and management of the substitute teacher training program
- Review and approve substitute teacher training forms for pay increases
- Manage the District clock hour program which includes the following:
 - Oversees the pre-registration process for district sponsored First Aid/CPR/AED classes
 - Organizes and oversees activities of district sponsored classes
 - Manage the District clock hour tracking system
 - Verify accuracy and receipt of applicable fees
 - Update software to reflect ongoing OSPI and District requirements
 - Create and input class and clock hour information into tracking system
 - Write and generate reports that are used by district level administrators
 - Maintain current, complete and accurate records
 - ⊖ Maintain Continuous Learning Center Program to comply with WAC:181-85-045, 181-85-200, and 181-85-205 and District Bargaining Agreements.
 - Provide accurate transcripts to teachers for use in maintaining teacher certificates and salary schedule movement
 - Assist state auditors with evaluation of clock hour reports
 - Manage on-line registration site for all Continuous Learning Center (CLC) class offerings
 - Troubleshoot difficulties with registration site
- Manage Secretarial Certificate Program, which includes verifying, and approving certificate stipend forms.
- Remain current with requirements for new teacher certificate
- Create forms as needed
- Take initiative to find solutions and create more effective processes to continuously improve the efficiency of position
- Provide customer service to staff in a professional manner
- Create and find instructors to teach classes that are needed for employees' of FWPS. (E-sub classes, para educator's classes, Secretary's union needs classes.

JOB DESCRIPTION: Clock Hour Program Manager

- Collect fees for first aid cards, some of our classes there are fees.
- Do deposits and turn into Business Services
- Make first aid cards and send them out to employees that earn them, also print the first aid cards for the schools that teach it as part of their curriculum.
- Make sure teachers/employees CLC account information is correct
- Add the clock hours to employee transcripts
- Order Books for classes
- Sell the books to class participants, deposit via Events Pro, Turn into Business services
- Work with the Admin. Assistant for TFL to help prepare the budget for the following year.
- Collect payments for National Boards and process via Events Pro for Business Services
- Record payments via spread sheet for National Boards Administrator.

OTHER RESPONSIBILITIES:

- Act as liaison with out-of-district presenters
 - Coordinate and organize presenter contracts, purchase orders and requests for payment

REQUIRED QUALIFICATIONS:

Education and Experience

2 years of college or business school

Two years of office experience in a fast-paced environment

ADDITIONAL REQUIREMENTS:

Positive evaluations

PREFERRED QUALIFICATIONS:

Basic knowledge of the District's Clock Hour Management software program; and willingness and the ability to gain a high level of proficiency with this software

CONDITION OF EMPLOYMENT:

Criminal background clearance

Work scheduled hours on a consistent basis

Valid Washington State Driver's License

KNOWLEDGE OF:

Washington Administrative Code (WAC) pertaining to Professional Certification – Teacher certification requirements and continuing Education Guidelines

Microsoft Word and database programs

Continuing education clock hour policies and procedures

College and university credits policies and procedures

School board policies and procedures

Database Management

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision

Be diligent with attention to detail.

Exercise initiative, multi-task and follow through on assignments

Resolve routine problems and make decisions within established parameters

Set-up staff development class

Demonstrate proficiency in computer operation, developing spreadsheets and implementing a variety of software programs.

JOB DESCRIPTION: Clock Hour Program Manager

Demonstrate proficiency in e-mail system and ability to reach a high level of proficiency with the District's e-mail system

Read and follow written and verbal communications

Exhibit proper telephone etiquette

Practice effective safety and security within individual work routines

Remain flexible; able to cope with frequent interruptions as part of a daily routine, multi-task and shift priorities to meet required deadlines

Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Abide by Federal Way Public Schools' Policies and Procedures

Perform the essential functions of the job with or without reasonable accommodations

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and occasionally be required to climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members.

WORK SCHEDULE

This position typically works, 8 hours per day, Monday through Friday, 260 days per year

REPORTING RELATIONSHIP

This position reports to, and is evaluated by the Chief Academic Officer.

REPRESENTATION

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

LEVEL OF COMPENSATION

Level 4 on the FWEA-ESP Salary Schedule

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and

JOB DESCRIPTION: Clock Hour Program Manager

the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

CLASSIFICATION HISTORY

Update 9/1/01

Update with physical demand/working conditions 5/2015

FWEA-ESP review 10/2016

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*