

Job Title: Secretary - Dual Language Immersion Program
Department: Elementary Education
Reports To: Dual Language Immersion Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

The Dual Language Immersion (DLI) Immigration Program Secretary provides secretarial support for the DLI Coordinator by performing varied and highly responsible, often confidential, secretarial work.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides administrative assistance performing a wide variety of complex and confidential tasks including preparing required documentation for United States government agencies for the hiring and ongoing employment certification of teachers including international guest teachers, non-immigrant teachers, and immigrant teachers and those requiring change in immigrant status.

Prepares, coordinates, and completes visa sponsorship applications. Manages compliance with employment visa conditions. Ensures all paperwork, including applications for immigration and visas are completed accurately and in a timely manner.

Collects and maintains applicable records. Designs and organizes filing systems. Acts as custodian of records.

Studies new regulations and applies them in preparing reports and maintaining records. Maintains roster with petition receipt numbers, visa status, dates and deadlines.

Provides guidance and consultative support to DLI Program foreign employees on compliance issues and matters including visa adjustments, maintaining status, authorized travel, employment questions, transfers, changes in status, travel, re-entry into the country, and distributes immigration documents to employees.

Answers phone calls and offers assistance to the general public related to Dual Language Immersion.

Constructs and maintains department webpage, including DLI lottery application process.

Works with the Human Resources Department to facilitate the onboarding process of dual immersion program new hires and rehires. Provides support to new teachers as they transition/relocate to Utah. Maintains list of all English and Target Language DLI teachers, with contact information.

Manages the preparation and coordinates the administration of the ACTFL Assessment of Performance towards Proficiency in Language (AAPPL) assessment.

Assists in arranging meetings for professional development and other related meetings, reserves and prepares facilities, including possible travel arrangements for administrators and teachers attending Annual Utah Dual Immersion Institute (AUDII).

Assists in the ordering of instructional materials for schools. Coordinates and facilities online DLI curriculum access for teachers and students.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to manage administrative detail, coordinate workflow, and keep projects on schedule.

Ability to act independently and logically in accordance with district, state, and federal regulations and established policies. Strong interpersonal skills are required, as well as a continued willingness to learn, problem solve, and perform duties with confidentiality.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent or one to two years of related secretarial experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to

stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 noise level in the work environment is usually moderate.

Prepared By: Dual Language Immersion Coordinator			Date: 03/24/2021
Approved By: Assistant Director, Human Resources			Date: 03/29/2021
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	