POSITION DESCRIPTION

TITLE: Program Assistant
LOCATION: High School
REPORTS TO: Building Principal or designee
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the High School Principal or designee, the Program Assistant is responsible for organizing and implementing the culminating project, organizing presentations and final check off procedures, and assisting with Student Learning Plans (SLP) and assessments.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Organize and check student files for completeness.
3. Answer the telephone, transferring calls, forwarding messages, and answering inquiries when appropriate.
4. Operate the computer.
5. Receive and document information from building assessment teams and educational teams.
6. Assist in arranging meetings as necessary.
7. Assist in tracking time lines and keep supervisors apprised of deadlines.
8. Send and receive paperwork to complete eligibility process.
9. Type labels and envelopes for eligibility graduation status, letters, and other necessary correspondence.
10. Make copies.
11. File student confidential information.
12. Send passes or retrieve students as needed.
13. Assist Administrative staff as needed in scheduling, attendance checks, forecasting, and checking transcripts for students.
14. Provide academic testing as needed.
15. Travel from location to location on campus in order to perform tasks.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Acceptable Attendance Hearing (66-100%)
Speaking (33-66%) Standing (33-66%)
Walking (33-66%) Writing (33-66%)
Lifting/Carrying Up to 50 lbs. (Up to 33%) Pushing/Pulling (33-66%)
Use of hands and/or arms for repetitive motion (33-66%)

Bending/Stooping (Up to 33%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Thin Client, Macintosh, IBM/PC (clone), typewriter, 10-key calculator, telephone, printer, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Ability to use a keyboard for light computer use.
2. A minimum of one year of experience in a related field, or equivalent training.
3. Demonstrated ability to use computers.
4. Knowledge of or willingness to learn Microsoft Word and Excel.
5. Knowledge of or willingness to learn graduation requirement criteria.
6. Previous experience working with groups of educators preferred.
7. Demonstrated ability to communicate effectively and possess a positive attitude.
8. Demonstrated organizational skills and the ability to follow through.
9. Demonstrated ability to handle multiple priorities at one time.
10. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
11. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Must be able to travel from location to location in order to perform tasks.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190  Days Per Year (Includes Holidays)
Variable  Hrs. Per Day

PSE: _______________________________  Date: ______________

District: _______________________________  Date: ______________

Revised Date: 06/19/2014
Classification: Clerical
Class: Class I
Display on Web? Yes

Program Assistant