

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SPECIALIST -- PROGRAM SERVICES

JOB DESCRIPTION

JOB CODE: 631015, 720111, 750342, BARGAINING UNIT ELIGIBILITY: No
760110, 771310, 773304,
776250, 810500
FLSA: Non-Exempt PAY GRADE: 28
SALARY SCHEDULE: Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree in program discipline from an approved accredited educational institution with substantial courses in management and business;
(2) Minimum of five (5) years experience in respective program area; or
(3) An equivalent combination of education and training.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible administrative support duties. Extensive knowledge of office practices and procedures, including financial functions. Extensive knowledge of Board policies. Extensive knowledge of the organization, operation, programs and goals of the district. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to effectively communicate well both orally and in writing. Ability to prepare complete and accurate financial reports and statements of considerable complexity. Ability to research and prepare narrative reports. Decision-making ability within the framework of the position. Ability to work effectively with and provide information to administrators, other departments, media, general public and parents.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To perform highly responsible professional/technical support functions for the program service area.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in the planning and implementation of administrative support functions in the assigned program area.
*(2) Act as liaison between supervisor and district/school-based administrators and staff, parents, media and the general public screening calls, setting up appointments, arranging meetings and disseminating information.
*(3) Prepare a variety of records and reports in program area as assigned.
*(4) Keep abreast of governmental statutes, regulations, and rules relating to program area.
*(5) Prepare and process Board agenda information.

SPECIALIST -- PROGRAM SERVICES (Continued)

- * (6) Work with complex budget preparation and various sensitive and confidential information.
- * (7) Schedule and prepare materials for special training programs.
- * (8) Maintain and monitor budgets and payroll as assigned.
- * (9) Adhere to applicable safety standards.
- * (10) Attend all staff meetings and workshops.
- * (11) Assist with maintaining a clean and orderly environment.
- * (12) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (13) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (14) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Demonstrate support for the school district and its goals and priorities.
- * (17) Exhibit interpersonal skills as an effective team member.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Maintain expertise in assigned areas.
- * (21) Manage time efficiently.
- * (22) Model and maintain high ethical standards.
- * (23) Participate in cross-training activities as required.
- * (24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (25) Prepare all required reports and maintain updated and accurate records.
- * (26) Represent the District in a positive and professional manner.
- * (27) Respond to inquiries and concerns in a timely manner.
- (28) Perform other duties as assigned.
- * (29) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted 10/19/10