

PROGRAM RESOURCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Instruction and Alternative Programs, serve as liaison between the District and the Department of Social Services, and CalWorks to assure the Adult Diploma Program receives available monies; register students with the District and CalWorks; assure District is current with respect to changes in funding or regulations affecting the program or District.

REPRESENTATIVE DUTIES:

- Serve as liaison between the District, the Department of Social Services, and CalWorks to assure the program receives available monies; assure District is current with respect to changes in funding or regulations affecting the program or District. **E**
- Register students with the District and CalWorks; place new students in appropriate programs, advise students regarding procedures and regulations; establish student files. **E**
- Conduct conferences with students regarding attendance and progress; discuss student progress and attendance with case managers; assist students in evaluating career interests, aptitudes and objectives. **E**
- Maintain hourly and monthly attendance on program students and report totals to appropriate agencies; report non-attendance to Social Services as appropriate. **E**
- Review student files for compliance and completeness; notify appropriate agencies; prepare transcripts and update files as assigned. **E**
- Maintain inventory of supplies; order supplies as needed; prepare invoices as appropriate; assist with budgeting related activities. **E**
- Prepare and maintain a variety of records and reports related to assigned students and activities. **E**
- Prepare and submit reports to the Department of Education as required. **E**
- Operate a computer, typewriter and other office equipment as assigned; operate audio-visual equipment as assigned. **E**
- Compose letters and memos related to the needs of students, DSS case workers, and the district. **E**
- Assist with Independent Study Program for adults.
- Attend meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

State and federal regulations related to assigned program.

Policies and objectives of assigned program.

District policies, procedures and curriculum.

Available social services and community resources.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Interpret and implement State and federal regulations related to the program.
Assure compliance with funding or regulations affecting the program or District.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Prepare and maintain accurate files, records and reports.
Work independently with little direction.
Work confidentially with discretion.
Operate a computer and other office equipment as assigned.
Type 55 wpm net; original certificate dated within 6 months is acceptable.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in social sciences, office management, or related field and four years experience in an educational or guidance setting.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

7/1/01
SMJUHSD
Range 20