

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### PROGRAM ASSISTANT – FEDERAL PROGRAMS

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution; or six (6) years of job-related experience may substitute for a Bachelor's Degree..
- (2) Minimum of two (2) years successful work related experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Strong working knowledge of Title I programs and requirements for the various subprograms. Ability to provide consultation and advice to teachers, parents, and principals about Title I programs including policies, procedures, rules, regulations, and laws. Ability to plan, organize and conduct meetings. Ability to develop and disseminate precise information and interpret technical issues related to Title I programs. Strong interpersonal and communication skills, both written and oral. Ability to organize and prioritize. Ability to assist Title I Program Specialist in conducting day-to-day operations of the position. Ability to use technology and assist others in the use of technology in Title I programs.

**REPORTS TO:**

Director of Federal Programs

<b>JOB GOAL</b>
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To provide support to Title I programs that will ensure programs remain in compliance with federal requirements.
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**SUPERVISES:**

N/A

**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 District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**PERFORMANCE RESPONSIBILITIES:**

**PROGRAM ASSISTANT – FEDERAL PROGRAMS (Continued)****Service Delivery**

- \* (1) Assist Title I Program Specialist in implementing, monitoring and evaluating the Title I program and services of the program according to program requirements, policies and procedures.
- \* (2) Assist in providing services for the children receiving supplemental instructional services.
- \* (3) Coordinate the acquisition of materials and equipment for Title I program.
- \* (4) Assist with the preparation of materials for use in the program.
- \* (5) Assist in providing individual and small group instruction in learning activities.
- \* (6) Assist in providing services to the children and families participating in the program.
- \* (7) Assist with the preparation and submission of reports and evaluations as required in a timely fashion.
- \* (8) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.

**Interagency Communication and Delivery**

- \* (9) Maintain a positive working relationship with all federal program stakeholders and district personnel.
- \*(10) Act as a resource person and provide technical assistance for programs, as necessary and in collaboration with Title I Program Specialist.
- \*(11) Maintain confidentiality.
- \*(12) Use positive, effective interpersonal communication skills.
- \*(13) Adhere to high standards of punctuality and regular attendance

**Professional Growth and Improvement**

- \*(14) Assist in developing technical assistance and staff development activities.
- \*(15) Set high expectations for self and others.
- \*(16) Stay up to date and informed about best practices in assigned area
- \*(17) Maintain a network of peer contacts through professional organizations.
- \*(18) Promote and support the professional growth of self and others.
- \*(19) Develop a thorough knowledge of Title I regulations and guidelines.

**Systemic Functions**

- \*(20) Assist in the implementation of Title I projects.
- \*(21) Present at workshops, as necessary.
- \*(22) Prepare all required reports in a timely manner, with maximum accuracy.
- \*(23) Keep supervisor informed about any possible problems, upcoming events, opportunities.
- \*(24) Maintain all required paperwork and documentation in a complete, neat, organized fashion, especially documentation relating to program monitoring.

**Leadership and Strategic Orientation**

- \*(25) Assist in maintaining appropriate coordination between Title I programs and services.
- \*(26) Model and maintain high standards of professional conduct.
- \*(27) Contribute to planning activities and use of resources.
- \*(28) Perform other duties as assigned.
- \*(29) Demonstrate initiative in recognizing problems and the potential for resolution.
- \*(30) Facilitate problem-solving.

\*Essential Performance Responsibilities