

PANHANDLE AREA EDUCATIONAL CONSORTIUM

JOB DESCRIPTION

PROGRAM ASSISTANT FOR SPECIAL AREAS AND TESTING SERVICES – IS – SPECIAL AREAS

QUALIFICATIONS:

- (1) High School Diploma or equivalent with business secretarial skills training or equivalent work experience.
- (2) Minimum of five (5) years related progressively responsible experience and / or training.
- (3) May substitute an equivalent combination of education and experience for above requirement.
- (4) Must type at least fifty-five (55) correct words per minute.
- (5) Computer proficiency in word processing, page layout programs, spreadsheet and database programs.
- (6) Valid Florida Driver's License.

TRAVEL EXPECTATIONS (by land or air):

Medium – Between 500 and 1,500 miles per year.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support Supervisor. Extensive knowledge of the organization, operation, program and goals of the Instructional Services Division. Knowledge of federal, state and district rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics and financial functions. Ability to exercise independent judgment in assigned duties and deal effectively with PAEC personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to conduct business in a courteous and professional manner. Ability to perform required bookkeeping tasks. Ability to independently draft letters and memoranda. Ability to complete assignments with little or no supervision.

REPORTS TO:

Program Coordinator – IS – Special Areas

JOB GOAL

To perform the secretarial and administrative duties requiring extensive knowledge of the responsibilities in the position of program assistant and to ensure the smooth efficient operation of the office and PAEC.

SUPERVISES:

N/A

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PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- *(2) Provide administrative support to PAEC testing services and provides management of testing materials inventory and dissemination under secure measures.
- *(3) Research and prepare technical reports, documents or contracts as directed by supervisor.
- *(4) Facilitate contract process for Instructional Services staff; handle contract process and act as liaison between Testing Services and Office of Executive Director.
- *(5) Perform financial duties required by the activities and function of the program / project.
- *(6) Attend and take minutes of staff meetings and other meetings in order to maintain a proper record for communication, documentation and audit purposes.
- *(7) Develop materials for use for presentations, conferences and workshops.
- *(8) Assist in setting up for conferences and meetings.
- *(9) Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and program / project responsibilities as directed by supervisor.
- *(10) Perform a variety of assigned administrative, secretarial and general bookkeeping tasks.
- *(11) Work with districts for smooth flow of support services.
- *(12) Serve as liaison between PAEC and district assessment coordinators as required.

Employee Qualities / Responsibilities

- *(13) Maintain a courteous and professional manner.
- *(14) Maintain positive effective working relationships with school districts, school personnel and co-workers.
- *(15) Maintain confidentiality.
- *(16) Use positive and effective interpersonal communication skills.
- *(17) Report to work regularly and on time.
- *(18) Keep supervisor informed in a timely manner.
- *(19) Participate in training to update and increase skills.
- *(20) Complete assignments with little or no supervision.

System Support

- *(21) Organize office to obtain maximum efficient operation.
- *(22) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(23) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- *(24) Interact positively with multi-districts and / or multi-agencies.
- *(25) Assist in training and supervising any instructional services support personnel as directed by supervisor.
- *(26) Demonstrate organizational skills by performing many tasks simultaneously.
- *(27) Demonstrate support for project and PAEC goals and priorities.
- *(28) Support PAEC's strategic plan by serving on strategy teams and other Consortium committees.
- *(29) Serve on the Instructional Services Team and Business Operations, Technology, and Supplemental Services Team.
- *(30) Serve as liaison to Department of Education on matters related to assigned responsibilities.
- *(31) Assist other projects by providing secretarial, bookkeeping or other services as part of collaborative effort when needed.
- *(32) Perform other incidental tasks consistent with the goals and objectives of this position.

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(Continued)

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 for this position are compensated in accordance with performance Pay Grade 11 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

EVALUATION:

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

Job Description Supplement No. 05 (Light Work)

*Essential Performance Responsibilities

Approved by _____

Date: _____