Program Assistant I
Classified Position - 7334

Salary	Days	Reports to:
Per Salary Schedule	TBD	Principal

SCOPE OF RESPONSIBILITIES
Perform routine clerical duties in support of a specific program; assist program specialists, coordinators, principals, and others in the implementation of program objectives and activities

DISTINGUISHING CHARACTERISTICS
Perform specialized duties requiring technical knowledge of specific programs and have regular and purposeful contact with program personnel

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS
1. Perform responsible duties in support of a specific program at the District or school site level
2. Work closely with other program personnel to coordinate activities and assure compliance with program and District directives
3. Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others
4. Provide input to District-wide reports for an assigned program; monitor program budget as directed
5. Monitor files and records regarding participants, students, parents, proper statistics and data and other matters
6. Review and monitor program as assigned at specific sites; make classroom observations, diagnose problems and provide for proper resolution
7. Represent the assigned program at District, school and community meetings and conferences as directed
8. Analyze program material and provide input for modification as required; review application from participants and determine program eligibility
9. Research, collect and compile data as directed to develop reports; analyze data and suggest implications
10. Maintains regular and predictable attendance
11. Adheres to the professional code of ethics
12. Successfully utilizes technology as appropriate in job function
13. Perform other duties as assigned

KNOWLEDGE AND ABILITIES
KNOWLEDGE OF:
- Specific program to which assigned
- Record-keeping techniques
- Operation of a computer terminal and data entry techniques
- Oral and written communication skills.
- Research methods and report writing techniques
- Laws, rules and regulations related to assigned activities
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty

ABILITY TO:
- Assist with responsible duties for a specific program
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

- Maintain records and prepare reports
- Operate a computer terminal
- Prioritize and schedule work
- Learn, apply and explain policies, procedures, rules and regulations
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Determine appropriate action within clearly defined guidelines. Work independently with little direction
- Meet schedules and time lines

MINIMUM QUALIFICATIONS
1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Three years instructional experience including at least one year in the area of specialty