Enterprise Elementary School District
Job Description

Job Title:	Program Assistant (Classified Position)
Department:	Instructional Services
Reports To:	Program Administrator/Manager
Range:	F
Prepared By:	Reclassification Committee
Prepared Date:	March 8, 2019
Approved By:	Board of Education
Approved Date:	5/29/19

SUMMARY: Under the general supervision of the program administrator and/or program manager, performs a wide variety of highly responsible clerical and accounting duties some of which are above-average difficulty. Assists in the preparation of reports; assists the supervisor by relieving him/her of clerical details. Assist with needs of the site/program which relate to students, employees, vendors and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents, students and vendors using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Prepare for and assist with the opening and closing of each school year
- Greet and assist guests/employees. Duties may include checking in visitors, answering questions, directing the public, etc.
- Answer/direct/screen phone calls and/or take messages
- Coordinate and maintain calendars and schedules
- Prepare for, attend and/or record minutes in required meetings
- Responsible and/or assist with organizing and maintaining program records
- Responsible and/or assist with program database, invoicing, etc
- Responsible and/or assist with program data entry, tracking and generating reports
- Prepare and maintain assigned documents, correspondence and/or reports
- Preparing, tracking, collecting and/or filing of electronic and/or hard copies documents into appropriate file for retention
- Responsible for or assist with the scheduling/recording of employee absences and substitutes
- Responsible for or assist with the coordination and scheduling of appropriate program staff coverage, vendors, volunteers, etc.
- May perform other classification duties in the program in order to provide appropriate coverage.
- Provide and/or assist with program staff training
- Provide and/or assist with program coordination and supervision of program staff as assigned
- Assist with the preparation/coding of purchase orders, ordering of supplies/materials, maintaining records of expenditures and other assigned budgets
- Copy and/or distribute materials, flyers, student documents, mail, etc.

- May handle and/or assist with the collection of monies, deposits, reconciliation, reports, returned checks, fee collection, etc.
- Responsible for or assist with inventory and supply orders
- Assist with program communication with health services regarding student medical needs
- If applicable, responsible for or assist with student registration which includes, collection and review of required documents, coordinate/distribute forms and/or information
- May be required to use their own vehicle within the course of their duties
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); At least two years clerical experience involving public contact required; knowledge of and experience with computers and related programs.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to prepare or assist with writing routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License, Paraprofessional Certificate (or equivalent education)

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, hand held radio, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or

balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.

CSEA President — Date 6-5-19

Superintendent — Date 5/29/19

Board Approval (Clerk) — Date 5/29/19