

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PROGRAM ASSISTANT I

POSITION: Program Assistant I  
REPORTS TO: Accountability and Assessment Officer  
LOCATION: Department of Accountability and Assessment

NATURE OF WORK:

The program assistant supports the Department of Accountability and Assessment in the implementation and delivery of programs and services for staff and administration, as assigned. Specific responsibilities are detailed below.

ESSENTIAL FUNCTIONS:

- Provides staff with data reports as defined by the nature of the request;
- Provides support in the design and posting of information regarding instructional and professional development activities and initiatives on the SMCPS internal and external websites;
- Works with Accountability and Assessment Officer and Department of Accountability and Assessment staff to develop and post online resources to stakeholders; and
- Provides support of various learning management systems which includes but is not limited to APEX, Moodle and Unify/Performance Matters, as well as other software applications.

DUTIES AND RESPONSIBILITIES:

- Works collaboratively with eSchool programmers to design data reports to reflect the data requests of the system staff;
- Manage and support systems and resources (material and online), including online course modules, related to professional development and instructional initiatives;
- Collaborates with Department of Curriculum and Instruction staff to post professional development course offerings using an online registration system (e.g., abcsignup.com) on SMCPS website;
- Collaborates with the department to develop and provide professional development to include formal presentations regarding technology initiatives; and
- Other duties as assigned to support system initiatives.

QUALIFICATIONS:

- Associate degree or higher preferred;
- Knowledge and experience in computer applications for developing and maintaining files using Access, Word, Excel presentation software;
- Knowledge and experience in maintaining and updating web pages or web-based information systems;
- Ability to communicate effectively both orally and in writing;
- Experience in gathering data and representing the data multi-media presentations (i.e. handouts, brochures, overheads, and slides);
- Demonstrated ability to troubleshoot and take decisive action to resolve issues; and
- Ability to relate well with staff, administrators and stakeholders.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP