

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

**PROGRAM ASSISTANT DAA**

**POSITION:** Program Assistant

**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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- 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 collaboratively with eSchool programmers to design data reports to reflect the data requests of the system staff
- Troubleshoots and take decisive action to resolve issues
- Manages and supports 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

- 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.
- Works with the 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; and
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- High School diploma or GED
- Experience in computer applications for developing and maintaining files using Access, Word, Excel presentation software
- Experience in maintaining and updating web pages or web-based information systems
- Experience in gathering data and representing the data multi-media presentations (i.e. handouts, brochures, overheads, and slides)

Preferred:

Associate degree or higher degree

**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 18.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Revised: 07.2024

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

**PROGRAM ASSISTANT ENVIRONMENTAL EDUCATION**

**POSITION:** Program Assistant Environmental Education

**REPORTS TO:** Chief Academic Officer

**LOCATION:** Department of Curriculum and Instruction

**NATURE OF WORK:**

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs effectively to ensure student achievement. The incumbent will lead groups in data collection and effective use of equipment to engage student learning.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to work two overnight stays per week during residential programs
- Possess experience as a field instructor, naturalist, or camp director
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- Works with the Chief Academic Officer and Coordinator of Environmental Education to develop and present an interdisciplinary environmental education program
- Instructs field programs Pre K-12 as needed at field sites including ecology, natural resources, canoeing, and water safety;
- Manages environmental sites for both day and residential programs, including summer activities
- Works closely with Capital Planning and Facilities to provide students with environmentally sensitive and safe instructional field sites
- Creates and utilizes maps for instruction and site planning using mapping software and GIS
- Collaborates with other county and state agencies to provide sites and programs for St. Mary's County Public Schools students
- Assists with the planning, monitoring, and maintenance of grounds, facilities, equipment, materials, and data needed for instructional programs, including trails, canoeing equipment, laboratory equipment, maps and texts, exhibits, aquaria, and plantings
- Assists with special projects and activities associated with classroom extensions of environmental education programs, community partnerships and outreach, student service-learning, and school yard habitats

- Maintains website to include field data collected by students
- Writes grants to complement and enhance environmental education programs
- Provides live-in on-site managements when available
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- Bachelor's degree in environmental education, geography, or a related field
- Five (5) years of experience as a field instructor, naturalist, or camp director
- Experience creating and utilizing maps for instruction and site planning using mapping software and GIS
- Experience in designing and implementing programs based on the Maryland Environmental Education By-Law, North American Association for Environmental Education Guidelines, and Maryland Voluntary State Curriculum and Core Learning Goals.

Preferred:

- ACA or BCU certification and experience as a canoeing or kayaking instructor; certification as an instructor trainer.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month employees – Range 18.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024