



# ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

## **JOB TITLE: Program Specialist - 12 Month Exempt Status**

**REPORTS TO:** President

**DESCRIPTION:** The Program Specialist will provide an array of duties to assist the Alabama School of Cyber Technology and Engineering (ASCTE). He/she will serve as a resource for various school functions. The Program Specialist will work as part of a team, ensuring the ASCTE meets its mission and goals.

### **DUTIES and RESPONSIBILITIES:**

1. Support Department or Program Coordinate with the President's office and Departmental staff as needed.
2. Provide administrative assistance to the identified ASCTE Department. Departments include but are not limited to Student Services, Teacher & Student Learning, Finance, Operations, Admission and Advancement, Athletics, Information Technology, and Human Resources.
3. Provide information over the phone or in personal contact with parents, students, or school personnel as appropriate;
4. Coordinate and maintain the calendar of events and important dates for department deadlines and assignments.
5. Assist in organizing staff professional development.

### **Qualifications:**

- Associate degree or higher
- Prior related experience in education or business services

### **Preferred Qualifications:**

- Excellent oral and written communication skills
- Proficient in the use of Google Suite
- Ability to work as part of a team to reach the goals, vision, and mission of the school

**Contract: 12-month contract to be negotiated. Performance will be evaluated by the President.**