

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECRETARIAL and CLERICAL
4074 Program Office Assistant
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JOB TITLE: Program Office Assistant (PART-TIME)

REPORTS TO: Director of Family and Community Engagement

SUPERVISES: None

NATURE AND SCOPE OF JOB:

The Program Office Assistant shall assist with all aspects of the family and community engagement office. This position must work collaboratively with the parent coordinator staff to effectively coordinate, manage, and prepare program information for distribution to the school community.

QUALIFICATIONS:

The Program Office Assistant:

1. Hold a Bachelor's Degree from an accredited college or university or have a minimum of 5 years' experience in family and community engagement.
2. Have knowledge of the school community and other District stakeholders.
3. Hold a valid driver's license with no serious violations.
4. Have the ability to handle multiple tasking successfully.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Have excellent integrity and demonstrate good moral character.
8. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period,

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provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Program Office Assistant – shall be employed under the following terms:

1. Work year of twelve months.
2. Hourly wage, benefits and leave time as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Program Office Assistant shall:

1. Provide support to the Director, District Parent Coordinator, School Community Program Coordinator, Home School Community Liaisons, and other District stakeholders in planning and running programs for the school community.
2. Assist in creating communications for the wider school community.
3. Provide support to the department in their communication with parents.
4. Develop spreadsheets and databases as required.

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5. Assist in preparing Personnel Actions and Board Resolutions for partner contracts, consultants, vendors, evening programs, and summer programs.
6. Participate in appropriate in-service and workshops program and attend any required meetings.
7. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
8. Demonstrates management, problem solving, and organizational skills.
9. Use computers and/or electronic equipment to fulfill job functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Family and Community Engagement shall evaluate the Program Office Assistant in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

2-1-2013
Date