

## Program Assistant – Learning Center

<b>DEPARTMENT:</b>	Kirkwood High School	<b>REPORTS TO:</b>	Assistant Principal
<b>WORK SCHEDULE:</b>	10 months/12 months	<b>COMPENSATION:</b>	<a href="#">Support Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Non-exempt

### Position Description

Assist students, staff, and community through efficient and effective management of the Credit Recovery and Enhancement Program. Includes a high level of customer interaction with students, parents and guardians, and teachers.

Task Title	Essential Job Functions	Percent of Time Spent
Management of Credit Recovery and Enhancement	<ul style="list-style-type: none"> <li>Manage overall efforts of the Credit Recovery and Enhancement Program.</li> <li>Instruct students on software use.</li> <li>Monitor student activity and steer individual coursework to ensure progress.</li> <li>Communicate with parents and guardians, including use of program reports that demonstrate effective student use of the program and progress toward proficiency.</li> </ul>	50%
Management of Building Testing Center	<ul style="list-style-type: none"> <li>Manage the testing center's overall operations.</li> <li>Coordinate and monitor individual student testing times and instructions.</li> <li>Provide testing feedback and results to teachers.</li> </ul>	40%
Support for Testing Software	<ul style="list-style-type: none"> <li>Provide building-level technical support for testing software.</li> <li>Troubleshoot issues as necessary.</li> </ul>	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

### Qualifications

#### Required

- **Education:** High school diploma or GED
- **Previous Work-Related Experience:** Two or more years of experience working with children or teenagers in a similar setting.

#### Preferred

- **Education:** Some college in a relevant field
- **Previous Work-Related Experience:** Experience working with children in a similar setting

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Advanced:**
  - Administrative: Administrative and office procedures, functions and basic office tasks,
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Expert:**
  - Customer and personal service: Principles and processes for providing customer and personal services.

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Time management,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Active learning, Active listening, Coordination, Instructing, Learning strategies, Management of material resources, Monitoring, Operations analysis, Quality control analysis, Persuasion, Service orientation, Social perceptiveness, Systems analysis, Systems evaluation, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Complex problem solving, Critical thinking, Judgment and decision making, Mathematics
- **Rarely (Less than 1 hour or 12% of the day):** Equipment selection, Installation

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Repetitive motion, Walking
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Crouching/Kneeling, Reaching

**Mental and Psychological Demands:**

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

**Work Type/Physical Demands**

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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