

**Job Title: COORDINATED PROGRAM SPECIALIST**

**Definition:**

Under immediate supervision of the site administrator, supports site programs, personnel, materials and supplies, time reporting, community involvement. Maintains site budgets and coordinates programs activities and services.

**Distinguishing Characteristics:**

This classification is distinguished from other positions in the clerical class in that the incumbent performs duties relating to the overall administration and coordination of budgets and programs.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepare and administer all site funds, maintain budgets and prepares personnel request.
2. Assist in employee timekeeping, extra work agreements and/or school business agreements.
3. Assist in the management and data entry/reporting including but not limited to site positive behavior intervention supports, intervention programs, and state/local testing.
4. Participate in the development, maintain accuracy and monitor compliance of school plan.
5. Assist with State and District testing, disseminate testing results and prepare assessment and data reporting as needed.
6. Support teacher and classroom needs and assist teachers in the selection of materials.
7. Maintain classroom support equipment through service and repair by self or preparing service requests for district/vendor assistance.
8. Research and prepare orders, ordering textbooks, purchasing, and ordering supplemental materials and supplies as needed to support all school programs.
9. Prepare and track conference requests.
8. Secures, trains and supports classified and unclassified staff and substitutes as needed.
10. Support School Site Council, and other parent groups. Attend meetings as directed.
11. Support community and parent involvement.
12. Assist in disseminating information to parents, community and staff.
13. Maintain accurate inventories of all classroom books and materials as needed for learning and Williams Settlement compliance.
14. Upload mandated documents as required.
15. Maintain time keeping records for staff as directed.
16. Assists in preparation for student recognition programs.
17. Performs other related duties as assigned.

**Minimum Knowledge, Skill, and Ability:**

**Knowledge of:**

- Current office methods, equipment and procedures
- Appropriate techniques in interacting successfully with staff, students, community.
- Budget preparation, bookkeeping, accounting procedures, word processing and spreadsheets.
- Microsoft office programs.

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**Skill and Ability to:**

- Understand and interpret instructions and directives including technical program requirements
- Proficient use of current technology including but not limited to office machines, computers and equipment
- Keyboard neatly and accurately at least 25 wpm on a five-minute test
- Maintain professional confidentiality
- Work harmoniously with school and district personnel, supervisor, and departments
- Proficient use of student information system

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and one year of clerical experience involving budget and contact with the public, preferably in a school setting.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range 25

**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing			X
Walking			X
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back /neck)	X		
Climbing	X		

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Pushing/Pulling		X	
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	<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.			X	X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.		X		X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data		X	
Organize			X
Write		X	
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
FAX Machine	X		
Radio	X		