

**Hernando County School Board
Florida**

FLSA: Non - Exempt, Non-Union

PROGRAM ASSISTANT - COLLEGE AND CAREER PROGRAMS
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Required Qualifications:

- High School Diploma, or General Education Diploma (GED)
- Three (3) years of professional/administrative experience working in an educational setting.
- Effective oral and written communication skills, planning and organization.
- Ability to coordinate multiple projects and multi-task.
- Must have good public speaking ability and good interpersonal relationship skills with diverse groups.
- Familiarity with basic office procedures.
- Ability to work flexible hours, including some evenings, weekends and early morning meetings.
- Valid Florida driver's license

Preferred Qualifications:

- AA degree from an accredited college or university.
- Previous experience in planning, organizing and coordinating events.

Performance Responsibilities:

- Assist in maintaining program approvals, certifications, or accreditations, when applicable, according to appropriate timeline.
- Support program by developing and producing computer generated reports for program assessment purposes.
- Provide accurate and appropriate record keeping for continuous accountability and documentation of project activities designed to achieve various project objectives.
- Provide assistance with coordination of project and staff development activities and event planning that meet district needs related to college and career readiness.
- Administers financial and accounting records such as budget oversight, reimbursements while tracking and monitoring approvals.
- Review purchase order requests, quotes, and any additional supporting documentation and address account balances, working with College and Career Specialists and bookkeepers to resolve any discrepancies.
- Support internships, OJT, apprenticeships, mentoring, and job shadowing initiatives by work collaboratively with community agencies and the business community, maintaining manuals and corresponding paperwork.
- Establish relationships with high school and community agency personnel for program recruitment purposes; coordinate the consolidation and update of promotional and outreach materials for distribution.

- Maintain social media sites, updating and disseminating information regarding college and career readiness opportunities going on in the district, highlighting positive initiatives.
- Perform administrative support duties such as arranging appointments, answering and screening telephone calls and completion of tasks for an efficient and productive office.
- Assist with the coordination and facilitation of relevant workshops/presentations and in-services to teachers, counselors, students families and community stakeholders.
- Coordinate outreach activities related to College and Career programs, serving as a liaison to community and group organizations.
- Interact with school leadership teams, workforce groups, college and university personnel, state and local agencies and other appropriate persons.
- Promote a culture of service by exhibiting proactive interaction, assistance and support to district staff.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Remain informed of any changes in laws and policies related to college and career readiness, including current trends and best practices.
- Attend meetings, conferences or seminars regarding program trends.
- Respond to requests for information from other local, state, and federal entities, including leading agencies.
- Performs other incidental tasks consistent with the goals and objective of program.
- Perform other duties as assigned by Supervisor of College and Career Programs.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of College and Career Programs.

Evaluation:

Annual evaluation done by the Supervisor of College and Career Programs.

Terms of Employment:

12-month employment

Salary:

- Salary based upon approved salary schedule – Non-Instructional T

Job Code:61299

Board Approved: 7/28/20

Revised: 8/25/20