

## LIVERMORE VALLEY UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

<b>TITLE:</b>	Senior Program Assistant
<b>CLASSIFICATION:</b>	CSEA
<b>REPORTS TO:</b>	Director(s) of Curriculum and Special Projects
<b>BASIC FUNCTION:</b>	

The job of Senior Program Assistant is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrative personnel in Categorical Programs; assisting with the coordination of assigned categorically funded programs and services for students; and ensuring efficient operation of support functions.

#### ESSENTIAL FUNCTIONS:

- Assists with coordinating services for students receiving categorical assistance such as Title I and bilingual services (e.g., purchasing pre-school materials and equipment, English language proficiency assessment testing and scoring, ordering of test materials, etc.) for the purpose of completing activities and/or delivering services efficiently and in compliance with State and Federal regulations.
- Collaborates with internal and external personnel (e.g., Federal and State consultants, community resources, parents, administrators and teachers, etc.) for the purpose of implementing and/or maintaining services and programs and conveying and/or gathering information required for assigned administrator in their absence
- Compiles data from a wide variety of sources (e.g., English language proficiency assessment results, specialized reports, personnel records, expenditures/budget, PowerSchool, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates and participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Assists with developing, maintaining, and reconciling account balances for budget categories related to assigned Federal and State programs for the purpose of maintaining accurate account balances.
- Maintains a wide variety of manual and electronic documents, files and records (e.g., budget data, personnel transactions, financial records, reports, etc.) for the purpose of providing up-to- date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g., program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

- Prepares and processes a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., parent/guardian correspondence, memorandums, meeting minutes, annual student evaluation summaries, categorical compliance reports, personnel transactions, budget account balances, SES related reports, Title I and III annual reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures (e.g., department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Responds to a wide variety of inquiries from internal and external parties (e.g., staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions, responsibilities, and special projects (e.g., Red Ribbon Week, Spelling Bee, and summer school).
- Works directly with schools and other District staff for the purpose of completing the annual evaluation of students receiving categorical funding, including Title I and Bilingual Support Services.

#### OTHER FUNCTIONS;

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **SKILLS, KNOWLEDGE AND ABILITIES:**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include accounting/bookkeeping principles; business telephone and email etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of

individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

### **RESPONSIBILITIES:**

Works under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Job related experience is preferred.

**EDUCATION:** High school diploma or equivalent.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, local laws and Board Policy.

### **TERMS OF EMPLOYMENT:**

- School year, 11 or 12 month position
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

**SALARY RANGE:** CSEA salary schedule placement: Level 18

**FLSA STATUS:** Non-Exempt

### **Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Completion by Human Resources

<b>Board Approval Date –</b>	
<input type="checkbox"/>	New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/>	Revised Job Description
<input type="checkbox"/>	Revised Salary Placement
<b>Change Effective date:</b>	

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