

PANHANDLE AREA EDUCATIONAL CONSORTIUM

JOB DESCRIPTION

PROGRAM ASSISTANT FOR MIGRANT EDUCATION

QUALIFICATIONS:

- (1) Associate of Arts or equivalent preferred.
- (2) Must be Bi-lingual – Spanish and English with ability to read and write fluently in the Spanish language.
- (3) Minimum of five (5) years related progressively responsible experience and / or training.
- (4) May substitute an equivalent combination of education and experience for above requirement.
- (5) Must type at least fifty-five (55) correct words per minute.
- (6) Computer proficiency in word processing, page layout programs, spreadsheet and database programs.
- (7) Valid Driver's License.

TRAVEL EXPECTATIONS (by land or air):

Medium – Between 500 and 1,500 miles per year.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support supervisor. Extensive knowledge of the organization, operation, program and goals of the Instructional Services Division. Knowledge of federal, state and district rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Effective use of business mathematics and financial functions. Ability to exercise independent judgment in assigned duties and deal effectively with PAEC personnel and the general public. Ability to type accurately at a prescribed rate of speed, take and transcribe dictation and utilize the computer for word processing and other functions. Ability to schedule time and to handle multiple tasks in stressful situations. Ability to conduct business in a courteous and professional manner. Ability to perform required bookkeeping tasks. Ability to independently draft letters and memoranda. Ability to complete assignments with little or no supervision.

REPORTS TO:

Federal Programs Coordinator or Administrator of Instructional Services

JOB GOAL

To perform the secretarial and administrative duties requiring extensive knowledge of the responsibilities in the position of program assistant and to ensure the smooth efficient operation of the office and PAEC.

SUPERVISES:

N/A

PROGRAM ASSISTANT FOR MIGRANT EDUCATION (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- *(1) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- *(2) Provide administrative support to PAEC Migrant staff, school personnel, business and the community at large in the daily operation of PAEC-Migrant Program.
- *(3) Research and prepare technical reports, documents or contracts as directed by supervisor.
- *(4) Screen salespersons, in the office and on the telephone.
- *(5) Facilitate contract process for Instructional Services staff; handle contract process and act as liaison between Instructional Services and Office of Executive Director.
- *(6) Perform financial duties required by the activities and function of the program / project.
- *(7) Attend and take minutes of staff meetings and other meetings, including meetings of the Professional Development Center, in order to maintain a proper record for communication, documentation and audit purposes.
- *(8) Develop materials for use for presentations, conferences and workshops.
- *(9) Ability to identify and recruit eligible families to the Migrant Program.
- *(10) Maintain calendar for scheduling appointments, deadlines, arrangements for meetings, travel and program / project responsibilities as directed by supervisor.
- *(11) Perform a variety of assigned administrative, secretarial and general bookkeeping tasks.
- *(12) Work with districts for smooth flow of support services.
- *(13) Ability to independently assist migrant students in their academic process.
- *(14) Serve as liaison between PAEC, Supplemental Services consultants, and districts as required.

Employee Qualities / Responsibilities

- *(15) Maintain a courteous and professional manner.
- *(16) Maintain positive effective working relationships with school districts, school personnel and co-workers.
- *(17) Maintain confidentiality.
- *(18) Use positive and effective interpersonal communication skills.
- *(19) Report to work regularly and on time.
- *(20) Keep supervisor informed in a timely manner.
- *(21) Participate in training to update and increase skills.
- *(22) Complete assignments with little or no supervision.

System Support

- *(23) Organize office to obtain maximum efficient operation.
- *(24) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(25) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- *(26) Interact positively with multi-districts and / or multi-agencies.
- *(27) Assist in training and supervising any Migrant Services support personnel as directed by supervisor.
- *(28) Demonstrate organizational skills by performing many tasks simultaneously.
- *(29) Demonstrate support for project and PAEC goals and priorities.
- *(30) Support PAEC's strategic plan by serving on strategy teams and other Consortium committees.
- *(31) Serve on the Supplemental Services Team.
- *(32) Serve as liaison to Department of Education on matters related to assigned responsibilities.
- *(33) Assist other Migrant projects by providing secretarial, bookkeeping or other services as part of collaborative effort when needed.

PROGRAM ASSISTANT FOR MIGRANT EDUCATION (Continued)

*(34) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work– Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and Benefits for this position are compensated in accordance with performance Pay Grade 11 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 05 (Light Work)

*Essential Performance Responsibilities

Approved by: _____ **Date:** _____