
Position:	Program Technician	FLSA:	Non-Exempt
Department/Site:	Supplemental Services	Salary Grade:	17
Reports to/Evaluated by:	Department Administrator	Salary Schedule:	Classified

SUMMARY

Performs technically oriented clerical duties in support of various categorical programs.

DISTINGUISHING CAREER FEATURES

Under supervision of the site/department administrator, independently performs technical clerical duties in support of the categorical programs. Accuracy of work may have an impact on program funding. Requires the ability to gather, organize and analyze data and information and accurately synthesize it into reports and documents. Incumbents in this position interact with a broad range of contacts within and outside of the school setting. This position requires specialized skills sufficient to coordinate the office procedures for one or more special programs. The incumbent is required to understand the special needs of a specific student population. Advancement requires broader or more in-depth knowledge beyond the area of specialization. Advancement also requires additional supervisory and administrative skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide range of technical tasks related to one or more categorical programs. Includes gathering, organizing and analyzing data, record keeping, completing and filing reports and documents in support of the programs.
- Reviews, organizes, records, and submits various documentation to County, State, or Federal institutions for the categorical program on behalf of the site/department or District.
- Assists with the implementation of site or District level categorical committees for various categorical funds. Duties include formation of committees, organizing items for meetings, maintaining records, and preparing minutes and agenda.
- Participates in the planning and preparation of applications and service agreements, including budgets, for various categorical programs.
- Assists in monitoring compliance of State and Federal requirements at District and school level.
- Develops and maintains all appropriate and required documentation and certification files for various categorical programs.

- Completes various District, County, State or Federal reports such as evaluations, monitoring reports, staffing plans, enrollment counts, comparability, student eligibility, etc.
- Assists with the development of district and school plans for categorical programs.
- Assists with the implementation of program review and the coordinated compliance review processes.
- Performs other duties as assigned by the site/department administrator.

QUALIFICATIONS

Knowledge and Skills:

Requires strong working knowledge of office and clerical procedures and equipment including computers utilizing word processing and database programs. Requires knowledge of categorical laws, regulations and guidelines. Requires strong keyboarding skills. It is essential that the incumbent has strong communication skills, including telephone etiquette, in order to interact with a wide range of contacts. Must be familiar with program requirements and implementation. Knowledge of District operations, policies and procedures is essential.

Abilities:

Requires the ability to perform varied and complex secretarial and clerical duties with minimal supervision. Must be able to coordinate work flow and prioritize projects in order to meet timelines. Must have the ability to communicate clearly and accurately in both formal and informal settings. Must be able to understand and apply program and District policies and regulations. Requires good arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience:

High school diploma or equivalent and minimum of two years relevant office clerical experience required. May substitute additional year of experience for diploma. Experience working in a school setting or with children strongly preferred. Ability to speak and interpret Spanish is beneficial.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.