

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I – OFFICE OF CHOICE SCHOOLS & PROGRAMS

GENERAL STATEMENT OF JOB

Under limited supervision, performs effective and responsible professional work to support the overall planning and programming efforts of the Magnet and Choice Programs Office. Work involves supporting the planning and coordination of the Choice Showcase and High School Options Night in collaboration with District Relations; recruiting volunteers and hosting locations for magnet events; assisting with the management of the online magnet registration processes; providing training, information and support to schools; communicating program offerings to families and serving as a Magnet Office liaison. Position takes a supporting role in supporting Program-Alike meetings, managing the magnet website, responding to calls from families, and responding to the magnet email accounts. Complex and confidential situations may arise requiring discretionary judgment and independent action. Infrequent evening work may be required. Reports to the Executive Director of Choice Schools and Programs.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Professionally responds to a high volume of parent phone calls, magnet application questions and emails.

Develops and maintains the event schedule for magnet events and projects.

Records action and follow-up items from Program-Alike meetings.

Develops and maintains project databases and magnet expenditures.

Coordinates the Choice Showcase and other community outreach events with District Relations.

Assists with developing and maintaining the magnet website and the Choice Catalogue.

Serves as a liaison between the Student Assignment Office, Student Information Office, the Transportation Office and the Facilities and Planning Office to assist with the coordination of services and information provided to magnet schools/choice programs and families.

Attends district and community events related to magnet & choice programs, including some evenings.

Assists the Student Assignment Office with the online magnet application process.

PROGRAM ADMINISTRATOR I – CHOICE SCHOOLS & PROGRAMS

Maintains database of partnerships and community contacts.

Assists with communications with key district and community partners including but not limited to the Career Teacher Education Department, the Teaching and Learning Department, local business partners, the Magnet Schools of America, International Baccalaureate Organization, Association Montessori International, Participate and the World Language Dept of DPI.

Assists with professional development trainings for central office and school-based staff on the magnet application process.

ADDITIONAL JOB FUNCTIONS

Performs other assignments and duties as determined by the Executive Director of Choice Schools and Programs.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree required and/or 3 years of experience in administrative work, including office/project management, finance, public contact, or education administration; or any equivalent combination of training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, audio-visual equipment, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, billing statements, statutes, regulations, procedures, etc. Requires the ability to prepare correspondence, reports, forms, presentations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, style, and budget regulations. Requires the ability to speak before groups of people with poise, voice control and confidence.

PROGRAM ADMINISTRATOR I – CHOICE SCHOOLS & PROGRAMS

Intelligence: Requires the ability to apply rational systems to solve practical problems, collect data, establish facts, and draw valid conclusions; to deal with a variety of concrete variables in situations where only limited standardization exists; and to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people in a professional manner even in stressful situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of PreK-13 magnet and choice options.

Knowledge of community resources and community contacts.

Ability to coordinate large programs and events.

Ability to set high-level goals and develop and execute long range plans effectively.

Ability to develop, implement and evaluate magnet events for diverse audiences, including Tuesday Tours, the High School Options Nights, the Choice Showcase, Open Lab Nights, and other parent outreach events.

Ability to support parents, school staff and community members with questions related to magnet & choice programs.

PROGRAM ADMINISTRATOR I – CHOICE SCHOOLS & PROGRAMS

Ability to assist with the development, implementation and evaluation of magnet programs and services.

Ability to maintain accurate records and communicate pertinent information from the records.

Ability to use common office machines and popular computer-driven word processing, spreadsheet, PowerPoints, database and file maintenance programs.

Ability to communicate effectively both orally and in writing.

Ability to plan and manage budgets appropriately; work with vendors and maintain fiscal records in accordance with Board policies and procedures, relevant laws and regulations.

Ability to establish and maintain effective working relationships both within the Magnet Office and with other relevant departments (District Relations, Student Assignment, Student Information, Teaching and Learning, and Transportation).

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of this job.