

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR I-MCKINNEY-VENTO OFFICE FOR HOMELESS SERVICES AND COMMUNITY**

#### **GENERAL STATEMENT OF JOB**

Under general supervision performs a large variety of clerical, secretarial and administrative duties involving interaction with other departments. Generally an employee in this class functions as the primary support to a high level administrator, or has considerable knowledge of a technical field. Work typically involves several steps and requires the selection of the most appropriate action within procedural and operational guidelines. Work is directed by precedents or broad policy. Work also involves receiving correspondence, screening and independently handling a variety of routine inquiries by telephone and in person, and maintaining a variety of records and files. Employee is also responsible for assimilating information from a variety of sources to compose letters, generate reports and provide informational data. The employee utilizes a large variety of guidelines, some of which may be technical and require interpretation, to analyze facts and determine the correct procedure to use. The employee may develop procedures for non-technical and non-complex problems, and is expected to resolve problems independently.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Provides training to school personnel regarding assistance for students and parents experiencing homelessness.

Coordinates all activities of the McKinney-Vento education program.

Meets weekly or as needed with the Supervisor of Homeless Services and Community Support and Director for Student Support Services to discuss issues relevant to monitoring, growing, and expanding the capacity of the program.

Maintains all records of students identified under McKinney-Vento.

Manages the McKinney-Vento database that is used to document services provided to students in transition throughout the school year. Runs reports and compiles data from the database. Maintains files for all McKinney-Vento services provided to students.

Manages the PowerSchool federal data collection.

Manages the summer academic program database. Builds class rosters for each host site. Confirms summer academic program registration and transportation via mail and telephone with parents.

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Maintains student supply inventories. Processes and completes all student supply request forms. Ensures delivery of supplies to schools.

Provides data management, technical assistance, and administrative support to Homeless Services and Community Support office staff and support the district's Strategic Plan to encourage and sustain equitable practices in all school programming.

Utilizes current technology and various spreadsheet, word processing and/or file maintenance programs to prepare department forms, spreadsheets, charts and graphs and to enter, store and/or retrieve information as requested or otherwise necessary; collects and compiles data from varied sources and summarizes information; researches and resolves data discrepancies and prepares reports.

Performs business and office functions which includes the preparation of purchase requisitions, staff calendars, departmental scope of work, various program booklets, team materials and PowerPoints as needed to support department presentations.

Works with other departments (e.g. finance, purchasing, and payroll) as necessary to maintain accurate accounting for departmental budget responsibilities.

Prepares and maintains the Homeless Services and Community Support office's website which includes an extensive library of information, professional development classes; creates and facilitates updates and changes on a timely basis.

Provides administrative support for Homeless Services and Community Support office staff (e.g. establishes and maintains an effective record keeping systems for a variety of confidential and routine correspondence, records, and files; maintains and updates various documents, drafts information and materials for various purposes, registers staff for conferences and makes appropriate travel arrangements, reviews mileage reimbursement requests); ensures accuracy of punctuation, capitalization, spelling and grammar of materials prepared by self and other department personnel.

Provides office management support (e.g. screens and routes incoming materials, mail and telephone calls; coordinates the duplication and distribution of department correspondence and resources; prepares and submits copier reports; solicits maintenance and other services; coordinates travel; maintains office supply inventories); provides a variety of information to the public and employees utilizing knowledge of district and Homeless Services and Community Support department program and procedures.

Attends meetings, composes forms, letters, memorandums, reports, and minutes; drafts information and materials for various purposes. Follows through on matters requiring correspondence.

Helps plan and facilitate Homeless Services and Community Support workshop and training sessions. Enters professional development course information and participation data into online system, maintains professional development files.

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### **ADDITIONAL JOB FUNCTIONS**

Works cooperatively with district staff in various departments.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in education, psychology, sociology, community or justice studies, social work, business administration or a related field, with strong data management and administrative support skills, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

### **SPECIFIC REQUIREMENTS**

Must possess a valid North Carolina driver's license and be available to work until 6:00 p.m.

### **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, etc. Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, 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 to 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 and receiving instructions, assignments and/or directions.

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

**Intelligence:** Requires the ability to apply rational systems to solve practical problems; to 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.

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**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 formula; to add and subtract; to multiply and divide, and to utilize percentages and decimals.

**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 automated office equipment and electronic devices.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, electronic devices, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**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**

Skill in using computers, peripheral electronic devices, common office machines, and popular computer-driven word processing, electronic mail, spreadsheet, data management, presentation and team collaboration software programs.

Skill in composing accurate, clearly stated and concise correspondence and reports and in using correct grammar, vocabulary, spelling and punctuation.

Skill in providing guidance and technical assistance to program staff.

Skill in oral and written communication and in developing and conducting presentations.

Ability to exercise considerable independent judgment and initiative in planning and directing activities and in applying standards to a variety of work situations.

Ability to learn, interpret and explain policies, regulations, and programs.

Ability to organize, effectively process and maintain complete and accurate records, statistics and files, and to develop meaningful reports from the information.

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Ability to evaluate the effectiveness of existing procedures and to make recommendations for improvement.

Ability to exercise independent judgement, discretion and initiative in completing assignments and in applying standards to a variety of work situations.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare and process documents such as purchase orders, invoices, and screening assessments.

Ability to read and interpret various financial statements and to reconcile accounts.

Ability to maintain confidential information and to use discretion and good judgement.

Ability to interact and deal with district staff and the public in a professional manner and to respond to questions based on considerable knowledge of the department.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

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