

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR III – PROFESSIONAL DEVELOPMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of specialized support functions for the Professional Development Department. Employee will serve as the liaison for the Professional Development Management System and will be responsible for maintaining that system. Employee will be responsible for providing technical-support training for school-based contacts as needed. Work involves assisting staff development contacts with the course approval process and GCS employees with the renewal credit process. Employee must exercise considerable tact and courtesy in frequent contact with school officials, fellow employees, DPI and external service providers. Work requires the use of web design and database software and other productivity applications. Reports to the Director of Professional Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Creates and sends out course evaluations and surveys and provides results to course instructors.

Uses specialized Staff Development reporting software to produce district level reports.

Maintains professional development system, making modifications as needed, keeping accurate records for each GCS employee renewal credit.

Works with Human Resources to align HR Management System and PD Management System.

Works with the Director – Professional Development to approve GCS courses and outside event requests.

Provides support for the development and management of surveys distributed from various departments within GCS.

Applies the latest technology to solve problems and improve efficiency of the professional development process.

Serves as the liaison for the Professional Development Management System, responds to requests regarding the PD Management System and schedules implementation as appropriate.

Writes interface procedures and automated processes between various database structures. Assists staff development contacts with questions regarding procedures and process for getting course approval and renewal credit for their participants.

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Assists all GCS employees with questions regarding procedures and process for earning renewal credit from GCS courses and non-GCS courses.

Provides technical assistance, training, and support for school-based staff development contacts.

Remains technically current and up-to-date by attending training meetings, pursuing certifications, and participating in conferences and seminars.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in computer science or a related field, and 3 to 5 years of experience in computer programming; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

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 Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, 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 and government terminology.

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

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

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

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of 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

Considerable knowledge of computer hardware and common software applications used in developing and maintaining an Internet web site.

Considerable knowledge of HTML, graphics editing, database design and user interface design.

General knowledge of software coping rights of the school system. Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to learn new technology.

Ability to train users on the use of equipment and various programs.

Ability to maintain complete and accurate records.

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Ability to develop clear, effective instructions for users.

Ability to communicate effectively both orally and in writing.

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 this 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.