

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR II – ACCOUNTABILITY & RESEARCH**

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

Under general supervision, performs professional, technical, and administrative tasks to support the overall efforts of the Accountability & Research Division. Work involves managing internal and external communication, budgets, data and research presentations, and special projects. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers, department directors, and other GCS staff. Reports to the Executive Director of Accountability & Research.

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

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

Accesses, organizes, and provides information for the Assessment, Data & Evaluation, EVAAS, and Testing Administration Departments within the Division of Accountability & Research.

Assists the Executive Director of Accountability & Research in obtaining data and creating presentations for the Guilford County Board of Education, Superintendent, Cabinet members, and others, as requested.

Accesses and exports data from Power School for the Executive Director and/or other research staff, as needed.

Plans, develops, organizes, and coordinates with Accountability & Research staff to maintain the division's website, ensuring that the website is updated, user-friendly, and error-free.

Assists with the development, implementation, analysis, and presentation of data pertaining to the departments within Accountability & Research and the division as a whole.

Assists in the development and preparation of surveys using survey software such as Survey Monkey.

Assists with the production of interim assessments within SchoolNet or other assessment software.

Provides editing services (proof-reading and formatting) for the various departments within the division.

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Conducts personnel administration duties following district guidelines to include processing payroll, and tracking leave requests and provision of professional development.

Manages the Accountability & Research Division finances including but not limited to processing budget transfers, reviewing monthly Financial Reports, maintaining division fiscal accounting records, and managing purchasing.

Assists in the development and implementation of departmental communication standards, policies, and procedures.

Serves as liaison between the departments within Accountability & Research, as well as throughout the school system and with various school officials.

Participates in staff meetings and other forums to plan and coordinate the work of the department.

Participates in planning and coordinating of special projects as requested by the Executive Director.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required by the Executive Director.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, planning, communications, or a related field, with 3 to 5 years of experience in related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must be proficient with Excel, especially graphical presentations, and Powerpoint.

### **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, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**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.

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**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.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra.

**Language Ability:** Requires the ability to read correspondence, reports, forms, schedules, invoices, purchase orders, bills of lading, financial statements, etc. Requires the ability to prepare correspondence, purchase requisitions, spreadsheets, charts, reports, etc., using proper format and conforming to all rules of punctuation, grammar, and style.

**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.

**Verbal Aptitude:** Requires the ability to record and deliver information to a variety of people, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government accounting terminology.

**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:** Requires 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 and e-mail.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of and ability to use computer software applications, particularly MS-Word, Excel, and Powerpoint.

Considerable knowledge of practices and procedures related to data and statistics. Knowledge of statistical software such as SAS or SPSS desirable.

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Knowledge of and ability to use survey software such as Survey Monkey.

Ability to verify documents and forms for accuracy and completeness.

Ability to organize and effectively process and maintain records and files, and prepare reports from them.

Ability to conceptualize, develop, research, write, and produce various publications; e.g. spreadsheets, reports, informational documents, etc.

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

Knowledge of Guilford County Schools' policies and procedures.

Knowledge of modern office practices and procedures.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to use a variety of office machines, including popular computer-driven word processing, spreadsheet, file maintenance, and survey programs.

Ability to understand and follow oral and written instructions.

### **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.