

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II - LATERAL ENTRY RESOURCE AND ADVISING CENTER HUMAN RESOURCES SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative, professional, and public relations work to develop, recruit, administer, and promote the Lateral Entry Resource and Advising Center. Work involves implementing system-wide recruitment efforts, screening, and data management of lateral entry teachers into Guilford County Schools' Alternative Certification Track (GCS ACT). Employee is also responsible for reviewing, overseeing and participating in data management projects which include designing detailed and intricate personnel databases according to user request or defined needs. Work also involves assisting personnel in the use and understanding of personnel databases and reports, supporting operational routines related to program efficiency, establishing clear systems of communication to school personnel, and supporting general program goals. Employee must ensure standard quality levels are met and data integrity is maintained. Employee reports to the Executive Director of Talent Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

PROGRAM RECRUITMENT

Handles GCS ACT advertising in outside media as needed to recruit lateral entry teachers.

Attends recruitment and job fairs at colleges/universities, across the state and nationally.

LICENSURE

Determines licensure eligibility for non-traditional teacher candidates.

Stays abreast of all licensure policies and requirements at the state and local level.

Completes and submits licensure paperwork for teacher candidates.

DATA MANAGEMENT

Maintains database of all lateral entry teachers, their licensure requirements, certification tracks, state required orientation.

Manages all continuing education units for teacher training and licensure courses.

Administers Extended Employment Agreements and Right Start Pay agreements for teachers completing Lateral Entry Orientation.

PROGRAM ADMINISTRATOR II – LATERAL ENTRY

Logs all CEU's and licensure requirements into the Human Resource Management System.

Tracks teacher effectiveness, recruitment, retention and placement information for all lateral entry teachers.

PROGRAM MANAGEMENT

Facilitates all program logistics including but not limited to: course registration, room reservations, scheduling of trainers.

Maintains program supplies, training materials, technology.

BUDGET

Manages an annual budget of over \$500,000 per year.

Ensures compliance with federal EDGAR budget guidelines.

Initiates and manages Extended Employment Agreements for program trainers.

Manages all purchase requisitions, purchase orders, consultant and vendor agreements for program activities.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Business Administration, Human Resources, or Public Relations or a related field, and 1 to 3 years of experience in data management or any equivalent combination of training and experience which provides the required skills, knowledge, 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.

PROGRAM ADMINISTRATOR II – LATERAL ENTRY

Interpersonal Communication: 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 correspondences, reports, newsletters, etc. Requires the ability to prepare data reports and assist with the compilation of program evaluation reports. 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, and diagrammatic or schedule form.

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

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/statistics.

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 computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. 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.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state, and local laws and regulations pertaining to equal opportunity recruiting and hiring practices.

Considerable knowledge of the organization and current operations of GCS.

PROGRAM ADMINISTRATOR II – LATERAL ENTRY

Considerable knowledge of the ethical guidelines of the principles of organization and administration.

General knowledge of the grant application and administration process.

Working knowledge of the principles and practices of education administration.

Skill in the collection, analysis, and presentation of statistical and technical data using Microsoft Office Access 2007.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to effectively express ideas 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.