

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – STUDENT ASSIGNMENT STUDENT SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of professional and administrative functions involving public contact and office management duties. Work involves administering student assignments, and interpreting and explaining program policies and procedures. Employee is responsible for evaluating and managing data, assessing program goals and objectives, and participating in departmental functions. Reports to the Director of Student Assignment.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in the review of applications for student assignment including, reassignment, tuition, and release to other systems.

Assists with issues of student custody and student domicile.

Assists with the implementation of redistricting phases including: coordination with other departments to send notifications of new school assignment; and processing of requests for students eligible to remain at school under the “grandfather policy.”

Coordinates with the technology and facilities departments to maintain the school locator database.

Handles requests for individual student information from parents and agencies and determines their entitlement to information.

Oversees investigation of situations requiring proof of domicile and directs school on needed action.

Administers assigned special, recurring or regular projects; completes reports as needed.

Represents Director of Student Assignment as needed in meetings or hearings.

Coordinates with the ESOL and transportation departments on student assignment and transportation of ESOL students.

Works closely with Special Education Services on student transfer requests involving special needs students.

ADDITIONAL JOB FUNCTIONS

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Participates in and contributes to staff development; participates in professional activities such as workshops, conferences and community meetings.

Works with other departmental staff on projects such as representation of the school system to various organizations, staff meetings, general office reports, and general information sharing.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education administration, business administration, public relations, or a related field and 3 to 5 years of experience or training in public relations or administration; 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 and equipment including computers, copiers, calculators, overhead projectors, cameras, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. 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 Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read correspondence, reports, forms, etc. Requires the ability to prepare correspondence, reports, handbooks, etc., using proper format. Requires the ability to talk to groups of 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 efficiently and effectively in standard English.

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 principles of 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 automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office 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/or 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 the fundamentals of public relations work.

Considerable knowledge of the needs of the publics, both within the GCS and the Guilford County community.

General knowledge of the types of opportunities appropriate for the school system.

Ability to develop standard manuals and procedures for programs.

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

Ability to establish and maintain moderately complex records and files, and to prepare reports from

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such data.

Ability to communicate effectively both orally and in writing.

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

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

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.