

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR I – PROFESSIONAL DEVELOPMENT CURRICULUM AND ORGANIZATIONAL DEVELOPMENT DEPARTMENT**

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

Under limited supervision, performs a variety of specialized support functions for the Staff Development Department in the Curriculum and Organizational Development Division. Employee is responsible for organizing and maintaining the GCS Professional Development web site and related information resources. 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 is also responsible for providing assistance to office support personnel in the Staff Development Office. Employee must exercise considerable tact and courtesy in frequent contact with school officials, fellow employees, and subordinate employees. Work requires the use of web design and database software and other productivity applications. Reports to the Director of Staff Development.

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

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

Organizes and maintains the GCS Staff Development web site and related information resources.

Integrates artwork and text according to the established graphic standards.

Assists the Director of Staff Development with creating and sending out program evaluations and surveys.

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

Verifies and aligns demographic information from Staff Development accounts with those in HRMS.

Assists staff development contacts with questions regarding procedures and process for getting course approval and renewal credit for their participants. Verifies that all course rosters are received and renewal credit is posted.

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

Answers telephone and provides immediate assistance if possible. Refers call to appropriate person or researches solution.

## PROGRAM ADMINISTRATOR I – PROFESSIONAL DEVELOPMENT

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**

Graduation from high school and supplemented by specialized course work in the area of technology and 1-2 years experience in developing technical expertise; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **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.

## PROGRAM ADMINISTRATOR I – PROFESSIONAL DEVELOPMENT

**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.

**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.

## PROGRAM ADMINISTRATOR I – PROFESSIONAL DEVELOPMENT

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

Ability to maintain complete and accurate records.

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.