

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Community Center Program Asst.	Reports to: FRYSC Director
Job Class Code: 7334	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Receives and processes referrals for services.
- Maintains the Learning Center's record keeping system, and maintains the confidentiality of these records.
- Serves as receptionist and performs various clerical duties as needed.
- Participates in creating and implementing outreach strategies for the delivery of services.
- Assists in designing program offerings tailored to meet the needs of the community.
- Assists in the evaluation and monitoring of program.
- Assists with the dissemination of information about the various programs.
- Acquires training based upon the dictates of the program's needs.
- Performs other duties as assigned by the Coordinators, Superintendent or designee.
- Helps conduct and arrange training classes.
- Attends workshops to improve skills in delivery of services.
- Inventory equipment and supplies and replace as needed.
- Serve as School Age Child Care Program Assistant.
- Receive licensure hours as required by the state.
- Responsible for the physical presentation of the MAK Adult Community Learning Center.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
Certification/Licensure: N/A
Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.