

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Program Assistant
Job Class Code: 7334
Pay Scale: per salary schedule

Reports to: Program Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Perform responsible duties in support of a specific program at the District or school site level.
- Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
- Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
- Provide input to District-wide reports for an assigned program; monitor program budget as directed.
- Monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
- Review and monitor program as assigned at specific sites; make classroom observations, diagnose problems and provide for proper resolution.
- Represent the assigned program at District, school and community meetings and conferences as directed.
- Analyze program material and provide input for modification as required; review application from participants and determine program eligibility.
- Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to high school diploma, 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.