

SUNNYSIDE UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

CLASS CODE: 2170

FLSA: NON-EXEMPT TITLE ONE PROGRAM ASSISTANT

DEFINITION: Under close supervision, assists and supports the Title One Program and program budget for Sunnyside Unified School District.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

Designs, implements and maintains Title I budget; arranges, tracks and maintains database and spreadsheet for Title I program expenditures; processes requisitions for the purchase orders within the program; prepares data for annual applications and amendments; attends meetings for Even Start and Parents as Teachers program; serves as department liaison; prepares materials for administrators, governing board, parents and District personnel.

Compiles and prepares statistical reports required by Federal and State agencies; compiles and prepares agenda for staff development programs, tutoring, summer programs and curriculum planning; assists staff and parents with program questions or requests; screens calls and schedules appointments; prepares grant proposals, application amendments and evaluation reports; dispenses information related to programs, budget balances and policies or procedures; and performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of District policies and procedures.
Knowledge of Title I Program and Federal grant requirements.
Knowledge of database and spreadsheet software applications.
Skill in the use of a personal computer.
Skill in preparing letters and reports.
Skill in following oral and written instructions.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, bending, repetitive motion, attention to detail and lifting up to 20 pounds.

QUALIFICATIONS: High School Diploma or equivalent, and two (2) years fiscal accounting experience. Additional certifications may also be required as specified by the District.

Depending on the needs of the District, some incumbents in this class must be able to demonstrate fluency in both Spanish and English as a condition of employment.