

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

INSTRUCTIONAL SUPPORT SPECIALIST

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Minimum of two years related work experience.
3. Thorough knowledge of office practices and procedures.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires the ability to display knowledge of and communicate applicable federal, state, School Board and departmental policies, procedures, regulations, rules and acts governing instructional programs. Possess communication, spelling and grammar skills. Ability to display knowledge and use of specified computer applications involving data entry and standard report generation, word processing and budgeting programs. Requires the ability to display interpersonal skills necessary to effectively interact with internal staff, administration and the public. Requires the ability to meet and deal with the public in an effective, courteous and cooperative manner and handle sensitive information with confidentiality.

REPORTS TO:

Director / Coordinator

SUPERVISES:

Other non-instructional personnel assigned by supervisor.

POSITION GOALS

To assist the Director / Coordinator in the planning, writing, implementation and monitoring of instructional support programs.

PERFORMANCE RESPONSIBILITIES:

1. Assists district and school personnel in the coordination, preparation and delivery of technical assistance for assigned programs.
2. Maintains absolute professionalism and confidentiality about the relevant records and information, schedules assistance based on priority, and performs all other relevant tasks efficiently and effectively.

3. Performs any bookkeeping tasks associated with the specific position. Maintains a system of control for requisitioning and purchasing. Prepares invoices for payment.
4. Monitors expenditures of program funds and budget states. Serves on school/district committees for the planning and implementation of programs and/or services.
5. Prepares accurate and timely financial, statistical and other reports, as necessary.
6. Assists in compiling and preparing data necessary for program evaluations.
7. Conducts periodic on-site visitations and prepares compliance reports as required.
8. Confers with school, district and Department of Education staff to ensure compliance with state and federal guidelines.
9. Provides programmatic and budgetary technical assistance to school based and district staff and serves as a liaison between the district office and school-based staff.
10. Acts as office receptionist: answers telephone, greets visitors or other school personnel, announces and routes visitors to proper locations.
11. Maintains all files in an alphabetical or chronological system such as office correspondence, incoming and outgoing memorandums, personnel files, data update requests, forms, reports and other materials.
12. Performs the usual office routines and practices associated with a busy, yet productive and smoothly run office.
13. Keeps record of department leaves and absences. Prepares departmental payrolls, when applicable.
14. Makes arrangements for meetings and conferences. Informs participants of topics to be discussed and provides background information, when necessary.
15. Attends meetings, as assigned, to perform clerical duties as needed and to gain knowledge and information concerning position responsibilities.
16. Prepares materials for duplication. Sorts and distributes mail and other memos.
17. Continues to work to improve knowledge and competence in relationship to position.
18. Performs other duties assigned by the Director or Coordinator.

TERMS OF EMPLOYMENT: Twelve months, 7.5 hours per day. Salary to be based on the Board adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Director or Coordinator in accordance with the Board's policy for the evaluation of Non-Instructional personnel.

Job Description Supplement No. 5