

**Enterprise School District
Job Description**

Job Title: Project Assistant Specialist (Classified Position)
Department: Instructional Services
Reports To: Program Coordinator
Range: E
Prepared By: Administrative Assistant, Human Resources
Prepared Date: February 21, 2002
Approved By: Board of Education
Approved Date: March 6, 2002

SUMMARY - Under the supervision of the Program Coordinator or his or her designee, works independently in performing varied tasks in the operation of the After school and Tutoring Programs to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Establishes and maintains cooperative working relationships with members of the community, parents, and project staff; organizes and maintains project records; types and maintains project database and evaluation data; experience working with a variety of ethnic groups; experience working with computerized record keeping; excellent typing skills and working knowledge of computers; other duties as assigned by Program Coordinator.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); at least two years experience in clerical work.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents or employees.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Excellent oral and written communication skills; ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS - Instructional Aide Proficiency Certificate

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Paul Gardner

CSEA President

2-25-02

Date

Dane

Director of Human Resources

2-25-02

Date

Sherry A. Cobb

Board Approval (Clerk)

3-6-02

Date