

Enterprise School District Job Description

Job Title: Project Specialist
Department: Instructional Services
Reports To: Assistant Superintendent, Instruction
Range: E
Prepared By: Administrative Assistant, Personnel
Prepared Date: November 23, 1998
Approved By: Board of Education
Approved Date:

SUMMARY

Under the supervision of the Assistant Superintendent of Instructional Services or his or her designee, works independently in performing varied tasks in the operation of special programs, including the district English Language Education program and specially funded state and federal projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Serves as the technical assistant for program and other special projects; includes monitoring, initial identification and follow-up testing of students, completion and maintenance of records and data, ordering materials and arranging primary language interpreters.

Types correspondence, reports and statistical data; keeps appropriate district and school site personnel informed through bulletins and other notices; types minutes, agendas, reports, and documents; gives out information or answers questions where judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary; provides monthly LEP enrollment reports; maintains project budgets on a computer and provides monthly budget status reports; orders supplies for special projects and LEP program; codes and processes purchase orders; schedules and coordinates meetings and appointments; makes travel arrangements and conference reservations; assists in the preparation of grant applications and state and federal evaluations.

SUPERVISORY RESPONSIBILITIES None

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); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups

of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

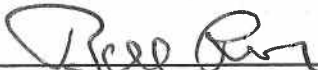
While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.



CSEA President

12-2-98

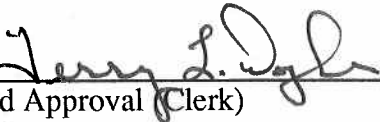
Date



Assistant Superintendent, Personnel

12-2-98

Date



Board Approval (Clerk)

1-13-99

Date