

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PROGRAM SPECIALIST, Take Stock in Children

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required.
- Associate's Degree preferred.
- Experience and/or educational background in Education, Social Work, and office desktop applications.
- Valid Florida driver's license.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate effectively with students, parents, mentors, school administrators, staff, and the public.
- Ability to recruit, manage, train, and motivate volunteers.
- Excellent relationship builder skills.
- Adept in all Microsoft Office software programs (Word, Excel, PowerPoint, Outlook).
- Excellent oral and written communication skills.
- Detail oriented.

#### SUPERVISION

**REPORTS TO** Supervisor, Take Stock in Children  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To support the Take Stock in Children program objectives through activities that result in securing and retaining mentors, sponsors, program supporters, and volunteers. To support all areas of program delivery through fostering relationships with school representatives, tracking student and mentor data, program workshops and events, and effective social media and communication.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Collaborate with in-school coordinators to monitor student performance and mentor-mentee relationships.
2. \*Assist the Program Supervisor in identification of potential problems for students and intervene as necessary to ensure success.
3. \*Assist with entry and tracking of all student and mentor data according to calendar deadlines, as well as ongoing updates and maintenance of all records for state reporting.
4. \*Recruit, train, and retain mentors and assign them to students.
5. \*Assist with scheduled communications to students, their parent/guardian, mentors, and donors through monthly e-newsletter and social media.
6. \*Support preparation and implementation of student and mentor workshops and major events.
7. \*Assist Program Supervisor with Contract Detail Report for Scholarship Reconciliation.
8. Perform other duties as assigned by the Program Supervisor of Take Stock in Children.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing, or crouching.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AS-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 12  
EEO-5 Line 44  
Function 9100  
Job Code 2070  
Survey Code 91010

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

June 7, 2016

ADA Information Provided by Davia Moss  
Position Description Prepared by Davia Moss