

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST I, Instructional Programs and Projects

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of experience in finance, bookkeeping, or other related duties with a governmental agency or large organization.
- Three (3) years of experience assisting in the management or monitoring of resources for instructional projects.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of bookkeeping and purchasing guidelines and processes.
- Knowledge of computer applications and technology as related to department functions.
- Skill in problem solving, human interaction, and conflict management.
- Skill in effective oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.
- Ability to work under pressure to meet deadlines for projects.
- Ability to read, interpret, and apply laws, rules, and regulations.

SUPERVISION

REPORTS TO Director, Teaching and Learning or Assigned Administrator
SUPERVISES No supervisory duties

POSITION GOAL

To provide support in the management, monitoring, and evaluation of instructional programs and projects.

PERFORMANCE RESPONSIBILITIES

1. *Communicate and collaborate with administrators and staff on instructional programs and projects.
2. *Monitor resources allocated to instructional programs and projects.
3. *Maintain, verify, and balance all budget records.
4. *Maintain accounts payable records and verify items received against original orders.
5. *Prepare purchase orders, letters, and various other materials.
6. *Process departmental forms and payroll through PeopleSoft Finance and HR.
7. *Report, track, and account for employee time and labor data.
8. *Assist in the monitoring and implementation of assigned federal, state, or special projects and ensure compliance with federal and state requirements.
9. *Maintain files and records to support provision of equitable services and compliance with state requirements.
10. *Assist with federal and state financial and/or program reporting requirements.
11. *Collect data from various sources for use in developing reports provided to district and school-based personnel.
12. *Collaborate with a variety of stakeholders and oversee assigned projects and/or program components and activities.

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- 13. *Assist in conducting a continuous program review and evaluation of assigned projects, program components, and/or activities.
- 14. *Keep professional skills and knowledge of current policies updated by attending appropriate district, state, federal, and local workshops and conferences, as well as via internet research.
- 15. Perform other duties as assigned by supervisor.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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.
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

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

C-D \$48,983 - \$86,987
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	43
Function	Vary
Job Code	2081
Survey Code	63010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 23, 2021

ADA Information Provided by Derek Jensen
Position Description Prepared by Derek Jensen