

## **CATEGORICAL PROGRAM ASSISTANT**

### **Definition:**

Under the supervision of administrative staff, perform the duties necessary to successfully implement a categorically-funded program.

### **Distinguishing Characteristics:**

Incumbent must possess organizational and operational skills required to ensure the success of a specific categorically-funded project. This position is supplementary to the regular District staffing and is funded through grant or categorical funds.

### **Essential Functions:**

Under the direction of administrative staff:

- ❖ Understands the funding source outcomes and restrictions.
- ❖ Organizes and improves procedures to provide documentation of compliance with state and/or federal program requirements and to provide information for evaluation of program effectiveness.
- ❖ Maintains and monitors task calendars and annual work plans.
- ❖ Assists with setup, functioning, and documentation of meetings, and facilitates follow-up tasks.
- ❖ Assists project employees with successful performance of duties to accomplish project outcomes.
- ❖ Coordinates the selection and participation of program participants.
- ❖ Provides information to District and community agency staff on the program and facilitates cooperation and coordination of activities.
- ❖ Identifies and resolves implementation obstacles.
- ❖ Maintains database of information needed for program implementation and/or evaluation.
- ❖ Maintains program files and prepares end-of-year reports.
- ❖ Coordinates purchases and expenditures, monitors balances, and identifies errors or inconsistencies.
- ❖ Operates program equipment and maintains program inventory.
- ❖ Acts as liaison with state, federal, and local agencies related to program.

### **Qualifications:**

Must be able to ensure smooth implementation of a categorical program that delivers specified services to an eligible clientele.

### **Knowledge of:**

State, federal, and local regulations and laws relating to program.

### **Ability to:**

Understand and follow oral and written directions; maintain cooperative relationships with those contacted in the course of work; work effectively with students and parents from a variety of socioeconomic, linguistic, and cultural backgrounds; adapt to changing requirements and conditions; plan and organize work flow and records; effectively use typical office software for word processing, file management, and spreadsheet information; make decisions that reflect the overall intent and parameters of the funding source.

### **Physical Characteristics:**

### **Education and Experience:**

Completion of twelfth grade or equivalent; two years experience as a project or office assistant. A maximum of two years education may be substituted for experience on a basis of one year of education for one year of experience.