



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Senior Technician, Program Assistance Title 1  
FLSA Status: Exempt  
Salary Grade, if non-union: SG16  
Pay Grade, if union:  
Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform responsible and specialized office supervisory work in conducting the operational aspects of the Title I Program with direction from program personnel.

### Essential Functions of this Job

Assists the Title I Program Director and Staff in all areas of fiscal management of Title I Programs. Develops and implements systems and procedures for recordkeeping. Uses computer hardware and software for office management. Purchases equipment and materials. Maintains inventory of program equipment and materials. Provides and coordinates clerical assistance as needed.

Assists the Title I Program Director and Staff in all fiscal areas of program management and implementation. Coordinates automated information needs of Title I Program as directed by the director. Reviews individual school and student program eligibility. Develops, implements, and monitors Title I Program budgets. Assesses facilities needs and assists director in making facilities recommendations related to the Title I Program.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of budget planning and implementation procedures. Knowledge of office management, including computer software. Ability to prepare and maintain concise and comprehensive reports. Ability to use computer hardware and software. Skill in oral and written communications. Bilingual/biliterate

Position Title: Senior Technician, Program Assistance Title 1  
preferred.

Education, Experience and/or Certification/License Requirements

Two-year degree or higher. Will consider equivalent college hours. Prefer the degree to be in the business area. Considerable work experience in related areas.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 9346  
EEO5: 43  
Approval Date: 2012-11-13  
Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*