



The School Board of Polk County

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

Job Description

Position Title: Associate Technician - IT, Data
FLSA Status: Non-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 ensure that expenditures for grant initiatives are justified and accurately maintained according to requirements of the law and district guidelines.

Essential Functions of this Job

Works closely with Teacher Resource Specialist/Trainers in the implementation and budget of Perkins Secondary grant evaluation and follow-up process. Summarize program information needed for evaluation and follow-up survey. Generate and maintain evaluation and follow-up reports and survey files. Schedule appointments and meetings for follow-up survey. Assemble follow-up survey notebooks for distribution to schools. Creates and maintains databases as needed for Perkins initiatives. Work with Perkins TRS/T to maintain career and technical teacher certification database and information. Process expenditures for the Perkins Secondary Grant. Work on the development of budget for Perkins Secondary grant proposals. Act as contact between Purchasing, Finance, and Payroll departments for expenditures in the Perkins Grant. Generate spreadsheets, reports and summaries as needed for Secondary Grant.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

A thorough understanding of the Carl Perkins grant regulations. Ability to organize and communicate. Bilingual/biliterate preferred.

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Education, Experience and/or Certification/License Requirements

Graduation from high school or community college. Considerable experience in project budgeting.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. 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 face-to-face discussions and contact with individuals and/or teams. Requires work with students, 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: 9799

EEO5: 51

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.