



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Program Manager | Education Foundation | President of Foundation |

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| Position No: 91010 | Length of Work Year: 12 Months |
| Salary Schedule: Hourly | Date Approved: 2/14/22 |
| FSLA: Non-exempt | Date Revised: 2/14/22 |

| JOB GOAL |
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| The purpose of this position is to organize, promote and implement specific programs to ensure a quality public education and academic advancement for every student. Also manages the office of the Education Foundation in an administrative capacity. |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. High School Graduate or higher. College degree helpful. 2. Minimum of three (3) years' experience in an office environment. 3. Proficient in all current office environment technology. 4. Ability to perform the functions of the position. |

| DUTIES AND RESPONSIBILITIES |
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| <ol style="list-style-type: none"> 1. Assists the Education Foundation President in the planning, coordination, and implementation of specific programs as directed by the President. 2. Assists schools with an implementation and review of program effectiveness. 3. Coordinates the planning and implementation of activities for specific programs. 4. Assists in the development of the Foundation's progress monitoring system and the interpreting and use of data for making program related decisions. 5. Coordinates co-curricular activities in conjunction with school-based staff & community. 6. Assists the President in the implementation of community and district-wide initiatives and grants. 7. Attends county and regional in-service workshops and participates in professional development activities as they relate to the job. 8. Coordinates the development of materials adoption and/or approval process. Performs all assigned tasks in a timely and efficient manner. 9. Assists with the department of education reports and compliance issues. 10. Promotes awareness among all district curriculum staffs, school administrators, and instructional staff of the mission and programs of the Foundation. 11. Performs duties as assigned by the President. |

| PHYSICAL DEMAND CLASS: |
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| Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties. |