

**JOB DESCRIPTION**  
**Keene School District**

**COMMUNITY EDUCATION PROGRAM ASSISTANT**  
(Paraprofessional Specialist)

**Purpose Statement**

The position of Program Assistant was created for the purpose of managing class registrations and the logistical data/ record keeping related to programs/classes offered and delivered by the Community Education program. The Program Assistant also functions as the cost center bookkeeper, and supports the Director in budget preparation. The Program Assistant performs additional duties as the primary bookkeeper for Project Keep in the Supplemental Learning program.

This job reports to the Director of Community Education

**Essential Functions for Community Education (80%)**

- Coordinates, initiates, prepares, processes and/or monitors various forms, records, reports, schedules and other documents for the purpose of ensuring timely and accurate completion of documentation for all programs and maintaining efficient and accurate administrative and registration procedures and records.
- Performs various budget oversight and maintenance functions (e.g., initiates and processes financial documents related to operating budgets and special accounts, monitors financial activity, organizes and maintains financial records for all programs) for the purpose of complying with financial, legal and/or administrative requirements.
- Performs bookkeeping activities (e.g., payroll, purchase orders, banking deposits (including credit card) and accounts receivable and payable for all programs) for the purpose of maintaining accurate records in compliance with established bookkeeping practices.
- Assists Director in budget preparation for the purposes of assessing program needs, spending patterns, and historical and anticipated costs.
- Inputs and maintains data for federal grants on the Grants Management System for the purpose of complying with mandated program requirements.
- Coordinates the Apprenticeship Program (e.g., registration, logistics, tracking attendance, data entry, and attendance at state-led apprenticeship meetings) for the purpose of supporting the program in accordance with state requirements and acts as the liaison for the Apprenticeship Program's use of the Cheshire Career Center facilities.
- Collaborates with the Director for the purpose of developing new apprenticeship opportunities by conducting research, communicating with state apprenticeship agencies, and networking with local industry leaders and business owners. Assists Director in promoting apprenticeship programs by visiting local high schools and conducting presentations to students.

- Supports the trade's education programs of Community Education by coordinating all plumbing license renewal and welding enrichment classes.
- Maintains and updates the Community Education website and its social media sites and coordinates the marketing account with the website provider company, in consultation with the Director.
- Designs marketing materials as requested for the purpose of providing information about programs to the community.
- Tracks ADP attendance for billing and record retention purposes, acts as the liaison for the ADP's use of the Cheshire Career Center facilities, and manages all details for the annual ADP graduation in May.
- Serves as administrative liaison with students, faculty, staff, parents, vendors and/or other key personnel for the purpose of explaining policies and procedures; providing information; coordinating services; and handling special requests or problems. Serves as the key staff person for all office equipment, IT devices and logistics, and all maintenance and janitorial services. Serves as the staff contact person for all night classes held at both the Community Education building and the Cheshire Career Center.
- Procures all office and instructional supplies and textbooks for the purpose of maintaining the requisite materials to support the programs, instructors and students.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Community Education.

#### **Essential Functions for Supplemental Learning (20%)**

- For Project Keep, performs various functions (e.g., processes financial documents related to operating budgets and special accounts, organizes and maintains financial records) for the purpose of complying with financial, legal and/or administrative requirements.
- For Project Keep, performs various bookkeeping activities (e.g., purchase orders, banking deposits (including credit card) and accounts receivable and payable) for the purpose of maintaining accurate records in compliance with established bookkeeping practices.
- Prepares and processes a variety of documents (e.g., correspondence, reports, billing, credit card payments, etc.) for the purpose of communicating information and creating documentation in compliance with established guidelines.
- Reconciles account balances for Project Keep and monthly bank statements for the purpose of maintaining accurate account balances.

- Communicates with Project Keep parents in regard to billing and questions and/or issues and prepares Project Keep communications.

### **Skills, Knowledge and Abilities**

- Specific skill-based competencies required to satisfactorily perform the functions of the position include: excellent written and verbal communication skills, electronic communication skills, and publication production.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the position include: understanding of basic accounting and bookkeeping principles; understanding of various publicity methods and processes.
- Specific ability-based competencies required to satisfactorily perform the functions of the position include: adapting to changing work priorities, communicating with diverse groups, meeting deadlines, working as part of a team, working with limited uninterrupted time.

### **Working Environment**

The usual and customary methods of performing the job's functions may require the following physical demands: lifting, carrying, pushing, stooping, kneeling, fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

- Associate's degree or the equivalent course work
- Continuing Education experience. (5-7 years of experience preferred)

**FLSA Status:** Non -Exempt

**Approval Date:** 12/16/22 RM

