

<b>Job Title:</b>	Program Assistant	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Coordinator Academic Operations	<b>Pay Grade:</b>	101
<b>Dept./School:</b>	Academic Competitions	<b>Date Revised:</b>	April 14, 2023

**Primary Purpose**

Assist with the planning, coordination, and implementation of district academic competitions.

**Qualifications****Education/Certification**

Bachelor's Degree from an accredited college or university

**Special Knowledge/Skills**

- Ability to interpret policy, procedure and data
- Excellent, communication, public relations and interpersonal skills
- Excellent planning and organizational skills
- Knowledge of computers and various software applications

**Experience**

Three (3) years' experience with program coordination or management

**Major Responsibilities and Duties**

1. Assist with planning and organization of the district's academic competitions, including: UIL, Academic Decathlon, Destination Imagination, High Q, Speech, and other events.
2. Assist in developing educational compliance policies and administrative procedures dealing with all competitions and programs.
3. Interpret State and National UIL, Destination Imagination, Texas Forensics Association and National Forensic League programs.
4. Assist in communicating the district goals and objectives of the events to stakeholders, administrators, teachers, staff, students and parents.
5. Assist with development of academic competition regional calendars.
6. Work closely with principals and teachers regarding State UIL guidelines.
7. Answer questions and address concerns regarding programmatic matters with teachers, students and parents.
8. Coordinate training for teachers and coaches.
9. Help promote and maintain positive team morale among student competitors.
10. Assist with planning and organization of academic competitions.
11. Assist with planning and directing of personnel during academic competitions.
12. Attend seminars and workshops to keep abreast of the latest federal and state mandates.
13. Attend school board meetings, as needed.
14. Assists in compiling, filing, and maintaining records, reports and other documents as required.
15. Provide pertinent reports and correspondence to research, evaluation, planning and accountability, external funding, travel, and finance.
16. Tabulate and post statistical or numerical data to records.
17. Assist with budget records including travel activities, related expenses and payments for competitions and programs.
18. Assist with bid processes.
19. Coordinate the procurement of judges for competitions with various community organizations.
20. Work closely with the finance department to ensure proper payment to vendors.
21. Generate, receive, and record orders for supplies, equipment or service.
22. Assist to identify technology needs for the journalism program.
23. Provide clerical support to maintain efficient operation.
24. Open and route incoming mail and answer routine correspondence.
25. Maintain inventory of assigned equipment in speech and journalism classrooms.

- 26. Make travel arrangements and process necessary documents.
- 27. Reconcile travel vouchers and stipend pay.
- 28. Adhere to local, state and federal rules, regulations and policies.
- 29. Promote safety procedures.
- 30. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Personal Computers, printer, fax machine, copier, typewriter, adding machine and calculator.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; at times work independently; handle multiple priorities and stressful situations; occasional prolonged and irregular hours; repetitive hand motion; prolonged use of computer, occasional local and out of town travel.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.