

JOB TITLE: YSC Program Assistant**REPORTS TO:** YSC Coordinator**QUALIFICATIONS:**

- High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
- Two years of experience including at least one year in the area of youth resource service specialty.

JOB GOALS:

Provide specialized services for a specific school or district program involving the school or district in relation to parents and/or the community at large.

Will be an ambassador for Spencer County Public Schools and commit to offering excellent customer service to students, parents, and staff.

CRITICAL SKILLS/EXPERTISE REQUIRED:**KNOWLEDGE OF:**

- Planning and organizing, able to monitor situation and know what is needed, able to work without close supervision, effective oral & written communication skills, able to lift an average of 25 pounds.
- Courteous and responsible to the public, organizational skills, able to keep track of multiple tasks simultaneously, able to present information and interact in way that will engage youth or adults, dependable, conscientious, able to adhere to appointments in a timely manner.
- Organizational skills, time management, courteous and responsive to public.
- Willingness and ability to learn new skills as needed, communication skills, service attitude, initiative, values team environment.

ESSENTIAL JOB FUNCTIONS:**ABILITY TO:**

- Be aware and knowledgeable of school and community resources and programs to make referrals
- Help plan & implement programs & events such as: YSC groups/meetings, clubs, parent programs, afterschool/summer activities, *Healthfair/Readifest*, College & Career Fairs, "Reality Store", Parent Involvement events, etc.
- Assist with the development of YSC materials, power point, newsletters, flyers, brochures, marketing and YSC website.
- Maintain & organize YSC files/rosters & sign-ins for club/group management and program activity; download and organize photos from YSC events/programs & maintain large group binder.

- Create and maintain YSC program data – ie. Club info., backpack buddy lists/forms, summer registration, Christmas support data, etc.
- Log and enter YSC data in IC as well as run reports
- Assist with organizational details and prepare for programs/events including room/event set-up, refreshments, copies, folders, etc .
- Assist with YSC Advisory Council and keep Advisory Council binder.
- Maintain & ensure client confidentiality.
- Prepare, organize, assist/lead and implement classroom, club, group, parent, community or staff presentations, YSC programs and meetings.
- Share information and resources at school and community events with students/families/ community partners & staff. Greet & collaborate with students, parents, school staff and community partners
- Answer phones and relay messages
- Maintain YSC contact statistics – daily log, IC data, large group data
- Copy and assemble materials for meetings, groups, clubs, programs, events, etc.
- Complete/assist with mailings & correspondence
- Submit PO's for coordinator and maintain budget records.
- Maintain Order/purchase publications, group materials, office supplies and other educational supplies
- Keep an organized desk and work area, including school supplies & clothes closet
- Ensure background checks on adults working with youth are on file with BOE
- Assist in contacting, coordinating and thanking volunteers who help with events/programs
- Maintain resource library

PERFORMANCE AND RESPONSIBILITIES:

- Attend trainings as needed & be knowledgeable of school & district crisis plans and protocols.
- Courteously and promptly handles client/staff requests- recognizes importance of confidentiality.
- Maintains an organized work area (including organizing school supplies and clothes closet)
- Dresses appropriately for work
- Exhibits an enthusiastic and positive attitude toward job responsibilities and clientele
- Is reliable and honors commitments to the job
- Keeps non-work related activities to a minimum
- Is punctual in reporting to work and maintaining regular work hours but is flexible with work schedule when assisting with YSC programs or events.
- Completed assignments are professional in appearance
- Cooperates and communicates respectfully and effectively with students, parents, school staff and community partners
- Perform related duties as assigned.

TERMS OF EMPLOYMENT:

1. Work year is comprised of 180 days.

2. Salary commensurate with adopted classified personnel salary schedule.
3. Sick leave, emergency leave, personal leave and off-days as stated in Board policy. Utilize excused sick leave in compliance with the provisions of KRS 161.155.

EVALUATION:

Performance of this position will be evaluated in accordance with Board Policy on Evaluation of YSC Program Assistant as Classified Personnel. Evaluation will be conducted by the YSC Coordinator.

I have read and understand the terms set forth in this job description.

Signature

Date

**SPENCER COUNTY
2012-13 CLASSIFIED SALARY SCALE**

D R A F T

YSC PROGRAM ASSISTANT

<u>STEP</u>	<u>HOURLY RATE</u>
0	11.82
1	11.96
2	12.09
3	12.27
4	12.40
5	12.53
6	12.67
7	12.83
8	12.96
9	13.09
10	13.24
11	13.39
12	13.52
13	13.68
14	13.81
15	13.89
16	13.96
17	14.03
18	14.11
19	14.17
20	14.24
21	14.31
22	14.37
23	14.45
24	14.53
25	14.60
26	14.67
27	14.73