

SCHOOL DISTRICT OF OKALOOSA COUNTY

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Job Title: Career and Technical Education Technician
Reports to: Career and Technical Education Program Director
Supervises: N/A

Minimum Eligibility Requirements:

High school diploma or equivalent required

Age 18 or over

Three (3) years successful accounting/bookkeeping experience or successful completion of appropriate recognized training program

Proficiency in the district's AS400 computer system

Knowledge of electronic computer systems and electronic office machines

Such alternatives to the above requirements as the Board may find appropriate and acceptable

Communication Skills:

Ability to read, analyze and interpret technical procedures, district or state regulations and/or guidelines

Ability to effectively present information and respond to questions from groups, employees and the general public

Ability to write reports and business correspondence

Ability to use and proof documents for accuracy

Ability to communicate effectively with peers, teachers, administrators, and community members

Mathematical Skills:

Ability to complete and apply accounting principles

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

Ability to add, subtract, multiple and divide

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions

Ability to apply common sense understanding in carrying out instructions

Ability to plan, organize, and coordinate assignments

Other Skills & Abilities:

Ability to establish and maintain effective working relationships

Ability to use appropriate office practices, procedures and make sound judgments

Ability to operate all general office equipment including computer, budget and word processing programs

Ability to use the OCSD computer system to input data and maintain proficiency in position control

Ability to handle multi-line telephone communications in a courteous, effective manner

Ability to establish and maintain effective working relationships with students, staff, and the culturally diverse school community

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Ability to perform duties with awareness of all district requirements, School Board policies, and applicable state statutes

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Job Goal:

To maintain an accurate and cost-effective system of control, receipt, disbursement, and accounting for grants received by the CTE office and to assist the Career and Technical Education Program Director with ongoing CTE program activities.

Essential Duties and Responsibilities:

1. Assists in coordinating the compilation, analysis, implementation, and maintenance of the CTE Department's grant funding.
2. Assists in coordinating grant funding activities among schools and departments.
3. Prepares spreadsheets to provide information on grant status, showing expenditures and cash flow used in decision making.
4. Monitors expenditures against grant budgets to prevent deficit variances from occurring.
5. Manages budget transfers and amendments so they are accurate and in compliance with state and district budgetary procedure.
6. Assists in defining problems, collecting data, establishing facts, and drawing valid conclusions.
7. Assists in applying for new grants and maintaining the monitoring of received grants so that all budget aspects of the grant are met and met according to the grant guidelines.
8. Assists with minimal supervision, in special and recurring budgeting activities including (but not limited to) various budgeting transactions, summaries, schedules, and budgetary reports.
9. Maintains contact with school bookkeepers to ensure that grant orders are received and paid in a timely manner.
10. Assists teachers in getting quotes, processing purchase orders, and finalizing orders for payment.
11. Assists CTE office with inventory for individual programs.
12. Strives to maintain and improve professional competence.
13. Attends staff meetings and serves on staff committees as required.
14. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies and procedures; maintains professional ethical standards, maintains high level of professional development/knowledge.
15. Performs other such duties as may be assigned.

Salary:

Based on the adopted salary schedule for Professional/Technical Paygrade 5.

Evaluation:

Annual evaluation will be in accordance with School Board policies and state law.

Length of Employment:

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Twelve months