

## CATEGORICAL PROGRAMS TECHNICIAN

### DEFINITION

Under general supervision – performs responsible, varied, and specialized tasks pertaining to categorical (state and federal) programs and operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees and personally performs a variety of specialized technical work for the Accountability and Special Programs Department.
- Sets up and monitors categorical (State and Federal) budgets for District and all sites in regards to the *No Child Left Behind/ESEA Elementary and Secondary Education Act* legislature; requiring daily interaction with other administrators and site principals/staff regarding categorical matters and/or budget or program questions.
- Set up accounts and Excel work sheets for categorical budgets, by sites (i.e., EIA, Title III, etc.).
- Sets up and keeps current complex filing system related to state and federal programs.
- Monitor budgets - checks all categorical funded requests (Requisitions, ERCAs, Conference Requests, etc.) for sufficient funds, correct accounts, rationales.
- Understand and be familiar with compliance issues/regulations regarding state and federal categorical programs.
- Explains facts and policies to other district employees and the public about *No Child Left Behind/ESEA* and other state and federal programs.
- Answers the telephone and gives authoritative information to the public and staff.
- Works with non-public schools in regards to Federal funding through NCLB/ESEA legislature, with requisitions, conference requests and consultants.
- Process NCLB Choice transfers.
- Work with Choice schools and parents/community regarding NCLB transfers.

### ABILITY TO:

- Perform a variety of complex technical tasks involving the use of independent judgment, with accuracy and speed.
- Proficient in the use of the computer and other office equipment.
- Independently compose correspondence.
- Proficient in the use of work related software programs such as Excel, Aeries and QSS.
- Understand, carry out and give oral and written instructions.
- Maintain cooperative working relationships with co-workers and with the public.
- Read, interpret and apply complex rules, regulations and policies.

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- Type accurately 50 words per minute.

**TRAINING AND EXPERIENCE:**

- Equivalent to completion of the twelfth grade supplemented by courses in office practices and various classes/trainings related to the position. 2-5 years in progressively responsible experience in technical and categorical (State and Federal) programs and/or records management, or any combination of training and experience that could likely provide the desired knowledge and abilities.

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.