

MAYFIELD CITY SCHOOLS
JOB DESCRIPTION

Title:	Special Programs Coordinator
Reports To:	Treasurer/CFO
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Provide support to the Treasurer in the program of fiscal management and oversight of administration of employee benefits. 2. Provide fiscal reporting and support regarding Grants Management/Federal Programs, consortium programs, Auxiliary Services, and student activities.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent; associate degree in accounting/business preferred. 2. Successful experience in automated accounting processing in a business office or school office environment. 3. Proficient in computer skills and knowledge of applications necessary to process accounting for District business functions; able to access timely and relevant information and disseminate same. 4. Able to input and retrieve data accurately. 5. Efficient and effective in meeting deadlines for accurate information management. 6. Excellent telecommunications and organizational skills. 7. Good health and attendance record. 8. Additional qualifications which the Board may specify.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access office, meeting rooms, work room, and appropriate areas of school and District property and facilities. 2. Effective communication and interpersonal skills. 3. Able to present information to individuals and small groups in a clear and compelling manner. 4. Able to work successfully with teachers, administrators, and district staff. 5. Able to plan ahead, yet remain flexible enough to adapt to new situations and respond to emergencies. 6. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (* - Essential Functions):	
<ol style="list-style-type: none"> 1. Assist with the District's fiscal management in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Provide organizational/clerical/accounting support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 3. * Collect necessary data, maintain records, and prepare and submit reports for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned. 4. Assist in maintaining & providing support to payroll files and information regarding compensation, deductions, and employee benefits. 5. * Provide organization & support to the workers compensation program, 6. * Maintain confidential information, records, and files as required. 	

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<ol style="list-style-type: none"> 7. * Provide program and fiscal services support to State and Federal Grants Programs, district/consortia programs, Auxiliary Services, and other non-General Fund Programs as assigned. 8. * Assist with planning and implementing long-range fiscal and building plans and assist with the preparation of the annual budget based on District resources and needs. 9. Prepare required reports as assigned. 10. Account for District funds and maintain all records pertaining to District transactions in the manner described by law. 11. Process incoming and outgoing voice and data communications; handle routine correspondence independently. 12. * Maintain records as required by law, District policy, and administrative guidelines. 13. Collect and maintain accurate and current data relative to assignment. 14. Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed. 15. Establish and maintain positive relationships with District staff and community. 16. Communicate and collaborate effectively with teachers, administrators, and school/District staff. 17. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities. 18. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives. 19. Respond to specific requests from the Treasurer/CFO on matters affecting the program and operation of the District.
Other Professional Expectations:
<ol style="list-style-type: none"> 1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings. 2. Demonstrate a belief in and practice of ethical principles and democratic values. 3. Keep up-to-date and knowledgeable of educational issues and District-related matters. 4. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities. 5. Perform other job functions as assigned.
Additional Working Conditions:
<ol style="list-style-type: none"> 1. Occasional extra-hours/weekend work. 2. Occasional exposure to blood, bodily fluids, and tissue. 3. Occasional operation of a vehicle under inclement weather conditions. 4. Occasional interaction among unruly children.
<p>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.</p>