

## SCHOOL PROJECT ORGANIZER

Code No. 4-19-027

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting teachers organize field studies, materials and related activities for school district projects. Work involves gathering materials and supplies, budget preparation and direct assistance in classroom activities and field studies. The employee reports directly to and works under general supervision of a Teacher Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Assists teachers gather materials and supplies for classroom activities and field studies including resource books, backpacks, tools and lunches;

Assists teachers with class activities and field studies;

Secures and operates audio visual equipment for project activities;

Assists in preparing and organizing materials for meetings, in-services and teacher exchanges;

Prepares meeting rooms for in-services and teacher exchanges;

Organizes and maintains project rooms, files and records;

Assists in making contact with community resources that support field studies and other activities;

Takes film for processing and maintains up-to-date photo file;

Assists in preparing and maintaining the budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of project purpose, functions, policies and procedures; working knowledge of the district's policies and programs; working knowledge of classroom education and field study principles and practices; organizational skill; ability to operate audio visual equipment; ability to communicate effectively with teachers, students, parents and community agencies; ability to prepare reports and maintain records; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Four (4) years full-time paid or its part-time equivalent clerical experience, one (1) of which must have been in an educational setting; OR,
- (B) Graduation from a regionally accredited or New York State

registered college or university plus two (2) years of experience as defined in (A) one (1) of which must have been in an educational setting; OR,

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 6, 1994