



Program Information Coordinator, Public School Finance

Non-Classified Classification

SPECIAL NOTIFICATION

This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

RECRUITMENT INFORMATION

Open for Recruitment: June 6, 2018 - June 19, 2018

Announcement #: NONCLS083336

Salary: \$16.35 - \$19.55 per hr. (\$34,008 - \$40,664 yearly) [-Plus Competitive Benefits!](#)

Agency: [Idaho State Department of Education](#) (Office of the Superintendent of Public Instruction)

Location(s): Boise

The State Department of Education is seeking a Program Information Coordinator to provide support to the Public School Finance department.

GENERAL DESCRIPTION

The principal function of this position is to collect and report data from public schools for the State Department of Education (SDE). The work is performed under the guidance of Coordinators and Financial Specialists, but considerable latitude is granted for the exercise of independent judgment and initiative. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES

- Collect and report data from school districts and charter schools in the state.
- Process data collected to ensure school districts and charter schools receive correct and timely payments from the SDE based on attendance, teacher salaries and accreditation, and other relevant data.

- Collect and review school district and charter school calendars for data collection and reporting.
- Implement programs and directives from the Idaho Legislature, State Board of Education, and other relevant governing bodies.
- Provide expertise, guidance, policy interpretation, technical assistance, and training to school district and charter school personnel and/or to independent contractors.
- Participate in information and training seminars and workshops.
- Collect, maintain, and analyze information, reports, and documentation.
- Maintain and distribute a variety of reports, correspondence, and related documents.
- Format any public documents for ADA accessibility, according to SDE policies and procedures.
- Respond to inquiries and requests for information, interpret program regulations and guidelines, and provide assistance to schools and other interested parties.
- Perform all work duties and activities in accordance with SDE policies, procedures, and safety practices.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent is required.
- Some experience in data collection and processing is preferred; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Knowledge of data collection and reporting processes.
- Basic principles, practices, objectives, and methods of school finance, accounting, and budget administration.
- Knowledge of principles and practices of public administration and educational organization.
- Good customer service procedures and techniques.
- Experience with current office practices and procedures.
- Good command of English grammar and punctuation.
- Ability to follow written and oral instructions and comply with Department policies and procedures.
- Ability to operate standard office equipment, a personal computer and job-related software applications for word processing, spreadsheets, and other required applications.
- Ability to operate specialized equipment including but not limited to audio/visual and related presentation equipment.
- Ability to establish and maintain effective working relationships with other SDE employees, supervisory personnel, school staff, administrators, and the general public.
- Experience gathering facts, analyzing, and reporting research findings in a clear, complete, and logical form.
- Ability to communicate clearly and concisely, orally and in writing.

- Experience maintaining records efficiently and accurately and preparing clear and concise reports.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to work independently, as well as in a team effort.
- Ability to perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under stress and the pressure of time-sensitive deadlines.
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Ability to maintain office, school, and individual confidentiality.

TO APPLY

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found at [Program Information Coordinator job posting](#). Click on the “Apply Online” button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your employment application). Without this information, your name cannot be referred for consideration.

The exam for this position is to submit a letter of interest and customized resume or curriculum vitae. The letter of interest and resume should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

TIMEFRAMES

The State Department of Education seeks to fill this position as soon as possible following the closing date. Interview dates have not been determined at this time. Those applicants not selected will be notified.

EQUAL EMPLOYMENT OPPORTUNITY

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

For Questions Contact

Human Resources & Employment Department
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6800 | www.sde.idaho.gov
hr@sde.idaho.gov

Thank you for your interest in employment with the State Department of Education!