

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET/PROGRAM TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized duties in the preparation, maintenance, and review of site budget and financial records, accounts and reports to ensure accuracy and conformance with established procedures. Perform specialized guidance and programming duties to assist principal, administrators, counselors, faculty, staff, and students in a variety of areas to develop and sustain quality guidance programs. Confer with teachers, counselors, administrators, district personnel, students, and others.

REPRESENTATIVE DUTIES:

Develop and maintain Master Schedule. Confer with administrators, department chairs, and guidance staff to determine staffing, course offerings, room assignments, accuracy of student placement, and to ensure timely performance of all scheduling functions.

Research and compile information to assist principal in preparation of site budget.

Maintain and monitor site accounts and budgets; reconcile and balance site funds. Prepare Budget Transfer Requests as needed.

Review financial reports and computer printouts to ensure accuracy and completeness; make corrections and adjustments as necessary. Confer with site and district personnel.

Order a wide variety of equipment and materials as requested by staff, including special requisitions and stock orders. Provide assistance to faculty and staff in acquisition of materials and maintenance of adequate supplies. Monitor site and program accounts for availability of funds.

Prepare conference requests from members of staff, verify availability of funds, and assign appropriation numbers. Notify secretary of need for guest teachers.

Provide information to site and district personnel regarding various records, accounts and programs. Answer questions and resolve problems related to site accounts and programs.

Maintain and file a variety of financial records, forms and files.

Meet periodically with District Budget Director, Principal, and others to discuss site budget.

Provide principal with accurate details of current budget status for all general fund and restricted accounts. Provide information to department chairs and other staff as requested.

Provide technical support to all administrators, guidance and classified staff concerning the use of computer programs and equipment.

Maintain computer hardware system by performing minor repairs or referring to appropriate personnel.

Provide guidance and assistance to the Registrar and guidance staff in the development and maintenance of all student records using computerized student information system. Develop procedures for input and output of specialized information from ESL, Special Education, and other departments.

Provide data from student records as requested by teachers, administrators, and counselors.

Maintain accuracy of Master Course Directory.

Assist the Registrar to review and evaluate incoming transcripts to assist in determining appropriate grade placement and course planning toward meeting graduation requirements.

Work with students, teachers, and staff to facilitate program changes.

Compile, generate, and distribute specialized reports utilizing the computerized student and management information systems.

Prepare and maintain a variety of detailed records, files and reports regarding student information; maintain confidentiality of records and information.

Review student records to ensure that coursework completed meets requirements for graduation.

Facilitate communication among students, parents, faculty and staff.

Assist in the organization, administration, scoring and recording of results of standardized tests, including, but not limited to proficiency and CTBS testing.

Communicate with counselors, administrators, teachers, parents and students; provide information regarding registration, schedule changes, testing, graduation requirements and other related activities; assist with new student registration in the fall as directed.

Operate a variety of office equipment including typewriter, adding machine, duplicating equipment, wordprocessor, and computer hardware/software.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of the State Education Code and other applicable laws

and regulations.

Accounting and auditing principles, practices and procedures.

Program definitions and requirements.

Financial and statistical record-keeping principles.

Operation of computer hardware and software.

District organization, operations, policies and objectives related to job.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Technical aspects of fields of specialty.

ABILITY TO:

Perform a variety of technical duties concerning student records and information.

Perform a variety of accounting duties in the preparation, maintenance and review of site financial records, accounts and reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as typewriter,

calculator, duplicating equipment and computer hardware/software.

Make arithmetic calculations expeditiously and accurately.

Establish and maintain cooperative and effective working relationships

with others at site and district.

Work confidentially with discretion.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Communicate effectively orally and in writing.

Work independently with little direction.

Maintain records and prepare reports.

Analyze records and reports.

Complete work with many interruptions.

Type at 50 words net per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level coursework in accounting or bookkeeping and/or three years of increasingly responsible experience in computer applications and in master schedule building at the secondary level.

WORKING CONDITIONS:

School office environment.