



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **PROFESSIONAL DEVELOPMENT ACADEMY PROGRAM ASSISTANT**

### **JOB SUMMARY**

Under general supervision of the Director of Professional Development, the Professional Development Academy (PDA) Program Assistant will effectively plan and facilitate meetings and trainings from start to finish while keeping the staff and operation in mind by maximizing space and utilizing a vast pool of necessary resources to complete said events. PDA Program Assistants confer with providers and team members regarding all phases of their meeting/training to ensure complete client satisfaction; perform essential job duties and responsibilities and other related work as may be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Meet with the Professional Development Director and training provider to plan and organize every aspect of the event, ensuring that all details of their event are arranged and space reserved appropriately;
- Constantly communicate with training provider and attendees to keep abreast of changes and additions to inservices/trainings;
- Create training flyers for the professional development opportunities and distribute them to all interested parties;
- Responsible for collecting registrations for all training events; while maintaining a database for all classes offered typically for a month at a time;
- Send registration confirmations to participants of each event;
- Order refreshments/lunch for training events at sites district-side, ensuring food arrives and at times multiple locations in one day;
- Create sign-in sheets and event signage for all trainings offered on site;
- Work with vendors to obtain necessary equipment, materials, and supplies to ensure the highest quality training experience and learning environment for all staff members, including participants from other school districts;
- May be required to serve refreshments and/or meals at events;
- Set up events including, but not limited to, decorate room and table tops, assemble furniture, rearrange furniture location, and prepare and troubleshoot all technology device and presentation tools necessary;
- Close down events including, but not limited to, return all supplies, clean and disassemble furniture;
- Collect and summarize event evaluations for district administrators;
- Reply via email to questions from customers;
- Answer telephone calls to assist staff;
- Drive a motor vehicle for deliveries;
- Perform other relate work as may be required.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Principles and processes for providing customer and personal services, including customer needs assessment and meeting quality standards for client services;
- Clerical procedures and systems such as word processing, managing files and records, modern office procedures and terminology;
- Record keeping and record management;
- Planning all aspects of large-scale events;
- Correct English usage, spelling, grammar and punctuation.

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(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**Ability to:**

- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written directions;
- Prioritize work
- Learn and utilize new and current technologies;
- Work independently and without the need for more than minimal supervision;
- Work under pressure in tight deadlines;
- Problem-solve and identify alternative solutions;
- Manage one's time effectively to meet schedules and timelines;
- Drive a vehicle;
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** The skills, knowledge and abilities listed above would typically be acquired through training equivalent to twelve (12) semester units and/or at least three (3) years experience in clerical, event planning, and technology.

**REQUIRED LICENSES AND/OR CERTIFICATES**

A Class C California Driver's License is required. Driving a vehicle is required in the course of work and operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical demands that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

**Working Conditions:** School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

A Classified Bargaining Unit Position  
Range 27