



**Employment Opportunity
Butler County Educational Service Center
February 23, 2010**

POSITION: Program Assistant

GENERAL DESCRIPTION:

The Program Assistant will provide technology support to the management of the Education, Health/Special Needs, Nutrition, Family and Community Partnerships, and the Parent Involvement areas, and assist in the compliance with all Head Start Performance Standards, Help Me Grow program rules, and BCESC regulations, policies and procedures through converting source documents into electronic form to facilitate all data reporting requirements; provide technical assistance to all employees.

QUALIFICATIONS:

- High school diploma plus course work in computer training.
- Computer expertise appropriate to the position.
- Proficiency in Microsoft Excel and Access software.
- Willingness/ability to work as a team member.
- Excellent organizational skills.
- Demonstrated ability to work independently.
- History of excellent job attendance.
- Must pass criminal background checks; drug and alcohol testing; and be free from communicable diseases

STARTING DATE: March 15, 2010 or ASAP
SALARY: \$19,200 - \$26,500
BENEFITS: Excellent fringe benefit package based upon Board Policy
WORK YEAR: Full Time – 222 days (over 12 month period)
DEADLINE: March 3, 2010 or until filled
APPLY TO: Send letter of interest, resume, list of references, and Support Application; which can be accessed at www.bcesc.org, to:
Butler County Educational Service Center
Lori Thesken, Asst. Superintendent for HR
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay Act of 1963, Americans With Disabilities Act and Title IX are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.)