



Empowering a
New Generation
of Americans

Hispanic Unity of Florida

Job Title: Program Assistant/ Data Entry & School Site Assistant BASCC
Reports To: LEAP High Program Manager
Classification: Non- Exempt Full-Time Employee
Schedule: Monday to Friday; 8:00am-5:00pm
Date Released: April 2025

Summary:

The Program Assistant will be responsible for providing administrative support to the Unity 4Teens (U4T) Programs and responsible for maintaining multiple database systems for multiple school sites and funders. The Program Assistant will directly support the areas of Databases, registration, and accuracy of schools' BASCC registration lists. The Program Assistant will provide support to U4T Program Manager and Grant Operations Manager.

Essential Duties and Responsibilities:

- Responsible for monitoring all student registrations into PDMS database, ensuring all program participating families have a completed and accurate registration on file in server, including all consent forms are signed in PDMS registration form.
- Consistently monitors each school's documents required by BASCC (Quality Performance Assessment), such as school safety drills/documents in PDMS, staff training documents, monthly meetings for site leads and principals, etc. Ensure they are uploaded in PDMS and HUF SharePoint in a timely manner.
- Monitor monthly staff requirements regarding expiration dates and keep documents updated.
- Inform staff at least a month in advance for badge renewal.
- Responsible for updating and maintaining BASCC registration lists in PDMS with youths and family accurate information.
- Responsible for closing cases in PDMS database.
- Responsible for having up-to-date records of student files and for providing these to school sites in a timely manner. To include up to date Current BASCC registration list to keep school binders updated.
- Create Medical Rosters: Student medical/special needs information from registration.
- Consistently monitor each school's documents required by BASCC, such as school safety drills/documents in PDMS, Staff training documents, monthly meetings for site leads and principals, etc. Ensure they are uploaded in the system/drive/PDMS/Canvas in a timely manner.
- Monitor school site schedules and make at least monthly visits to school sites to ensure schedules are being followed accordingly and audit CSC/BASCC requirements and documentation.
- Document any areas of improvement on schedules and utilize the audit tool to report to the Program Manager.
- Responsible for the accurate collection of documentation for all school staff working for the program and creating files to be distributed to each school site. To be kept in school(s) accordion files and audited monthly to keep updated.
- Collects and secures appropriate documentation during the onboarding process; maintains employee files up to date as HR, CSC, and BASCC requires.
- Monitor monthly staff requirements regarding expiration dates and keep documents updated.
- Inform staff at least a month in advance for badge renewal.

- Report all changes in school and HUF staff to Program Operation Specialist.
 - Address and discuss issues and proposed solutions with Program Manager.
 - Assist with printing of all documents needed by program, success coaches, and school staff. Perform duties, such as purchasing, copying, scanning, and filing as needed.
 - Work with all Program Assistants as a team to disseminate program documents and information.
 - Performs other duties assigned by Program Manager and Grant Operation Manager as needed.
 - Make recommendations for improvement.
- **Daily – Duties & Responsibilities**
 - Download Registrations from PDMS – save on Server (PDF form)
 - Assist parents/families with Registration.
 - Check BASCC Registrations daily and submit information to Program Assistant handling SAMIS and for update of Master lists ensuring all fields are complete.
 - Call parents with any questions about missing information and/or documentation.
 - If a student has IEP or 504 request report from parent and give to Program Manager for approval.
 - Provide parents with registration confirmation number so they can sign PDMS registration.
 - ‘Activate’ and ‘Group’ students by grade in PDMS.
 - Enter youth’s and family’s information in Master Lists
 - Ensure correct spelling of names and grades are recorded in PDMS.
 - Close out cases in PDMS once informed by Program Assistant handling case closures.
 - **Weekly – Duties & Responsibilities**
 - Download Attendance Report from PDMS from each school site and submit to Program Assistant handling Master list.
 - Monitor School safety documents in PDMS. Submit reminder emails to Site Leads for upcoming safety drills and required documents needed.
 - Monitor school staff HR documents and staff badges for upcoming expiration.
 - Report any deficiencies to Program Manager.
 - **As needed**
 - Responsible for traveling to school sites to pick-up and/or deliver program materials, supplies, and program related documentation (if needed).
 - Responsible for following up on programmatic requests on a timely basis.
 - Some weekends and after hours may be required with advance notice.

Qualifications:

A minimum of an associate degree in business or related field. A High school diploma will be considered with a minimum of three years of administrative support experience, good written and verbal communication skills, strong organizational skills, attention to detail, computer proficiency (specifically with Excel) and the ability to work independently. Ability to travel independently with possession of a driver’s license and insurance policy.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Manager's Signature _____ Date: _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.