



Date Adopted: 8/3/10

Salary Schedule: Schedule 2

## **Job Description: Program Specialist – Student Services**

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### **BASIC FUNCTION**

Under direct supervision, the Program Specialist will provide support to Student Services staff across the continuum of services, monitor programs to assure legal compliance, assist district and school personnel with the planning, implementation and evaluation of services and collaborate with district and school personnel to design and implement professional learning opportunities.

### **ESSENTIAL JOB FUNCTIONS**

- Maintains knowledge of state and federal legislation and regulations affecting students and/or prevention/intervention services.
- Provides coordination, consultation and program development primarily in areas of his/her expertise.
- Assists in addressing the pupil behavior that may lead to the suspension/ expulsion process both of regular and special education per SB 813 requirements.
- Keep abreast of the laws, legal opinions, innovative practices and community needs related to student discipline.
- Support the school to be more responsive to the needs and aspirations of the children it serves with regards to laws, policies, practices and procedures.
- Support site administrators and advise schools staff on education code in respect to student discipline.
- Consult and advise teachers, school counselors and administrators regarding problem-solving techniques and related concerns regarding student behavior.
- Be able to work cooperatively with Probation, Police, Child Protective Services and other community agency programs to coordinate services for high-risk students and families.
- Guide site administrators through the referral for expulsion or involuntary transfer process.
- Monitor all legal timelines for expulsions and facilitate the process.
- Support the families and students in understanding school rules and their due process rights.

### **ESSENTIAL JOB FUNCTIONS**

- Develop a recommendation to the School Board for a rehabilitation plan to meet the needs of each expelled student.
- Serve as a committee member for behavior meetings and expulsion hearings.
- Assure student enrollment in appropriate general education, alternative education, community day school and alternative education program as determined by need.

- Implement an effective referral and follow-up process as needed.
- Monitors readmitted expelled youth and work with families to ensure all requirements from expulsion rehabilitation plan have been met.
- Review student files, academic levels, social emotional, health and mental health areas, making the necessary referrals to provide support to the students and families.
- Monitor Independent living program to ensure transitioning youth in the program receive services according to Independent Living program contract.
- Implement independent living program contract goals and objectives as stated in Independent Living program contract.
- Assist with supporting health wellness and prevention programs such as Tobacco Use Prevention and Safe Drug Free Schools programs.
- Assist with addressing child welfare and attendance issues

## **QUALIFICATIONS**

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

Theoretical and applied models of Student Services programs  
Student Services related laws and policies  
School and Post-Secondary School services available for all types of students  
Procedures and requirements for referring individuals to community services agencies  
Strategies for involving families and individuals with exceptional needs in planning and evaluation of school progress  
Professional Development

### ***Ability to:***

Manage and prioritize multiple activities  
Communicate orally and in writing to sufficiently express thoughts, ideas, materials, and instructions clearly to students, staff, community and families  
Collaborate effectively in inter and intra-agency levels  
Assess individual needs, establish realistic and appropriate goals and objectives, and design and implement programs for high need students  
Participate in scheduled staff meetings and other meetings related to high risk students  
Keep accurate records  
Manage monies provided from the Independent Living Program Twin Rivers Unified School District  
Develop reports to be filed with CDE as required

## **EDUCATION AND EXPERIENCE REQUIRED**

Three years of training and work experience in dealing with high risk juvenile offenders, child welfare and attendance issues, homeless, Foster Youth, Health Wellness and Prevention Programs and dealing with students who have behavior issues.

## **CREDENTIAL**

The applicant must possess a Pupil Personnel Credential issued by the California Commission on Teacher Credentialing.

**LICENSE**

A current California Driver's License and proof of insurance are required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

***Physical Abilities***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Sit, stand, or walk for extended periods of time
- Bend at the waist, kneel or crouch to file materials.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

**HAZARDS**

None identified