

Job Description: Program Specialist

BASIC FUNCTION

Under direction provide direct support to site administrators for student success and achievement including providing effective strategies and interventions for all middle and high school sites. Participate in staff development, program development and innovation of special methods or practices. Provide coordination, consultation and program development in one specialized area or areas of expertise.

ESSENTIAL JOB FUNCTIONS

- Implement the philosophy, goals, objectives, and policies adopted by the Board of Trustees as delineated in Board policy.
- Provide formal and informal staff development/training related to both research and practice for classroom teachers and site coordinators
- Monitor school progress towards achievement of the district goals through review and analysis of data to ensure all decisions and program implementations are data driven.
- Visit school sites to assist site administrators in monitoring effective program implementation.
- Work collaboratively with all Curriculum and Instruction Coordinators to develop programs and services that directly impact and influence student success and achievement.
- Create and continually develop relationships with colleges, universities and career technical schools to provide services and opportunities for students
- Conduct research and utilize data to assist administrators in ensuring students success and achievement.
- Keep current on research surrounding effective learning for all types of learners including: English Learners, Standard English Learners, and historically underserved populations.
- Collaborate with other departments to develop strategies and support services to provide for seamless district-wide transitions.
- Follow state and federal guidelines delineated in California Education Code and federal law.
- Collaborate with sites to ascertain areas of student needs, and address concerns by advocating for students.
- Perform other related duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, rules, codes, regulations, techniques and strategies of district and assigned areas of expertise.
- Ordering practices and district procedures.
- Principles and techniques of providing successful leadership and conflict management skills.
- Effectively work with individuals and groups.
- Effective project management skills.
- Interpersonal skills utilizing tact, patience and courtesy.
- Proficient computer technology and software skills.

Ability to:

- Manage the operations of the assigned office/services/personnel.
- Effectively and efficiently perform highly responsible functions, duties and activities.
- Provide support for schools.
- Establish and meet schedules and time lines.
- Work with discretion and confidentiality.
- Deal with a variety of projects simultaneously.
- Prepare clear and concise reports.
- Establish and maintain cooperative and effective working relationships.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing in a clear and concise manner.
- Exchange and retrieve information in person and on the telephone.
- Apply policies and procedures related to the assigned duties and responsibilities of the position with good judgment in a variety of situations.

EDUCATION AND EXPERIENCE REQUIRED

Advanced training and related experience in a specialized area or area of expertise.

CREDENTIAL

Possession of a valid teaching credential or pupil personnel services credential is required.

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