



Job Description

Type: Certificated

Status: Active

Program Specialist

Reports To: District level administrator

Evaluates: N/A

Supervises: N/A

Job Goal

To improve student achievement, the Program Specialist works under the supervision of the central office administration to assist in planning, implementing, coordinating, evaluating, and supervising specific programs/projects/assignments.

Essential Job Functions • Required Knowledge and Abilities

Coordinate and facilitate specific instructional programs, curricula areas and special projects. Provide technical assistance to teachers and administrators. Plan, prepare, and monitor assigned budgets. Develop and maintain accurate and timely records. Participate in parent/community meetings, board meetings and school meetings, and make presentations as appropriate. Coordinate and monitor compliance with local, state, and federal requirements. Arrange, schedule, and conduct inservice training for staff, parents and others. Attend staff development activities at school, district, county, and state levels. Assist with school, district, and consortium program reviews.

KNOWLEDGE OF:

Federal and state legislation and regulations related to education; effective curriculum and instructional practices; conflict resolution and problem-solving strategies; instructional programs and best practices in education; effective staff development techniques

ABILITY TO:

Apply knowledge of current research, theory, and practices regarding curriculum, instruction and assessment; effectively present information and respond to questions from a variety of school staff, parents and agencies; interpret and work from a variety sources; gather, coordinate, analyze and reconcile input from diverse sources; analyze and utilize data to make informed decisions; function as a team member in a variety of settings and situations; modify systems, procedures, and programs within area of responsibility; use Standard English to communicate orally and in writing with large and small audiences; seek out necessary information, agencies and resources for specific situations, establish and maintain cooperative and effective working relationships with a diverse community

Minimum Qualifications

A valid California teaching or pupil personnel credential
Minimum of five years of applicable experience

Terms of Employment

190-day work year, Program Specialist Salary Schedule; California Motor Vehicle Operator's License; current DMV Clean Driving Record Report; Criminal Justice Department Fingerprint Clearance; current TB test; Pre-employment physical

Working Conditions

ENVIRONMENT School site and office environment

PHYSICAL ABILITIES Hearing and speaking to exchange information, Seeing to read a variety of materials, Dexterity of hands and fingers to use technology equipment, Bending at the waist, kneeling, crouching, or reaching, Sitting in order to work at desks or tables

Exposure to climatic elements; intermittent noise; frequent interruptions

HAZARDS