

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ISP SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan and organize the activities and operations of the District's Independent Study Program; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan and organize the activities and operations of the District's Independent Study Program.

Provide technical expertise, information and assistance to staff and students regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning and organization of an Independent Study Program.  
School courses and high school credits required for graduation.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

##### **ABILITY TO:**

Plan and organize the operations and activities of the District's Independent Study Program.  
Train and supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain comprehensive reports.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in business or related field and three years elementary or secondary classroom teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.  
Driving a vehicle to conduct work.