

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST – EDUCATION SERVICES AND SCHOOLS

BASIC FUNCTION:

Under the direction of an assigned supervisor, or designee, assist in the development, implementation, management, and evaluation of one or more programs within relevant departments.

ESSENTIAL FUNCTIONS:

Program Development: Participate and as directed, lead program development and/or continuous improvement activities.

Program Implementation: Individually or as part of a team, take all necessary actions to successfully implement assigned educational programs.

Program Management: Assume joint or lead managerial responsibilities over assigned programs including staffing, budget development and oversight, progress monitoring and reporting.

Program Evaluation: In partnership with the Department of Research and Evaluation and other education partners, design if needed, and/or implement program implementation evaluation strategies accompanied by outcome relationship analyses.

Professional Learning and Professional Development: Design, develop, implement and evaluate professional learning and professional development aligned to assigned programs.

Prepare and maintain a variety of records and reports related to assigned activities and required by State and federal agencies.

In collaboration with the Department of Family and Community Engagement, develop, implement and evaluation successful family and community partnership and relationships associated with assigned programs.

Work effectively within assigned cross-departmental project teams

Communicate in a timely and effective manner, verbally and in writing to a wide variety of internal and external constituents.

Assist with preparing grant applications for program funding as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

PreK-12 educational programming.

California Professional Standards for Educational Leaders.

California Standards for the Teaching Profession.

Continuous improvement principles and practices.

Diversity, equity and inclusion principles and practices.

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Program evaluation methodologies.

Adult learning principles and practices.

Research and data collection and evaluation methods and procedures.

Applicable laws, codes, policies, and regulations associated with assigned programs.

ABILITY TO:

Work independently.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Learn District organization, operations, policies and objectives.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Conduct research and accurately report findings.

Prioritize and schedule work.

Plan and organize work.

Maintain records and prepare reports.

Operate standard office equipment including a computer and assigned software.

Maintain consistent, punctual and regular attendance.

ADULT DEVELOPMENTAL COMPETENCIES:

- Cultural Responsiveness
- Empathy
- Flexibility
- Team-Oriented
- Perceptiveness
- Awareness of mindset
- Systems Thinking
- Creativity
- Curiosity
- Resourcefulness
- Adaptability
- Persistence
- Resilience
- Optimism

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree, experience in program management, classroom/teaching, and/or experience with categorical programs.

LICENSES OR OTHER REQUIREMENTS:

Valid CA Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

BOARD APPROVED: August 6, 2024