

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST – BEHAVIORAL SERVICES

BASIC FUNCTION:

Under the direction of the Director of Student Support and Health Services, assist in the management of the programs and services of the Division of Education Services and Schools; develop and implement a variety of programs, supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Facilitate and manage Positive Behavior Intervention and Support Behavioral Health services throughout the Elk Grove Unified School District. Perform duties designed to support and sustain district wide implementation of PBIS within a multi-tiered system of support.

Provide leadership in the identification, design, dissemination, implementation, and evaluation of all PBIS trainings at Tier 1, 2 & 3.

Assist in the planning, implementation and evaluation of district –wide PBIS implementation.

Work collaboratively with Psychologists, Counselors, Behavior Support Specialists and Mental Health Therapists to develop systems and protocols around student and staff mental and behavioral health e.g., crisis response, suicide assessment and other protocols related to behavioral health.

Maintain a comprehensive Behavioral Health website to assist with trainings, community engagement, staff and student voice and community stakeholders.

Collect and monitor school and district databases to track and analyze student behavioral data including office discipline referrals, suspensions, site team implementation.

Facilitate access and training for school site teams and support personnel on emerging technology tools for developing behaviors assessments and behavior plans, goal setting and data collection.

Plan, organize and implement the operation and evaluation of Behavioral Health services; assure program compliance with District, State and Federal laws, rules and regulations; coordinate and facilitate parent and community involvement in programs and projects; monitor, assess and evaluate program effectiveness and modify accordingly.

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to department Directors; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise regarding short or long-term data trends and recommend

appropriate action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of education Services programs; develop informational materials related to Education Services and Schools programs, projects and events.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compile and analyze data.

Communicate and collaborate with other administrators, personnel, parents/families and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Provide specialized technical knowledge and expertise as required by departmental assignment.

Develop, coordinate, deliver, monitor and evaluate professional learning for administrators, teachers, classified staff, and families.

Under the direction of an assigned supervisor, control and authorize expenditures in accordance with established limitations.

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

Assist with preparing grant applications for program funding.

Attend and conduct a variety of meetings, conferences and workshops as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategic planning and continuous improvement processes.

Operations of State and Federally funded programs.

Organization of student and family services.

Research and data collection and evaluation methods and procedures.

Staff development programs and techniques.

Exemplary oral and written communication skills.

Applicable laws, codes, regulation, policies and procedures.

Policies and objectives of assigned programs and activities.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of standard office equipment including a computer and assigned software.

ABILITY TO:

Assist in the management of a variety of programs.
Coordinate and implement various student and family services.
Assist with student and staff placement and development.
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 objective.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Conduct research and compile and verify data.
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.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree, classroom teaching, and three years experience in the administration of site/district programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid CA Administrative Services Credential.
Certificate of Eligibility for Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

BOARD APPROVED: September 4, 2018