

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM SPECIALIST – ENGLISH LEARNER SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director- English Learner Services, assist in the management of English Learner Services; develop and implement programs, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and implement the operation and evaluation of English Learner Services; including Supplemental Programs; assure program compliance with District, State and Federal laws, rules and regulations; coordinate and facilitate parent and community involvement in programs and projects.

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

Provide technical expertise, information and assistance to the Director regarding English Learner Services; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of State and federal programs; develop informational materials related to State and federal programs and projects.

Implement various programs and activities designed to enhance English Learner Services; utilize resources to develop instructional programs for children with special needs.

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

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:**

Operations of English Learner 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.  
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 including English Learner programs and services.  
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, 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, three years experience in the administration of site/district programs, CLAD, and Master's degree preferred.

**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: August 14, 2018**