

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST – EXPANDED LEARNING

BASIC FUNCTION:

Under the direction the Director of Learning Support Services, assist in the management of the Learning Support Services Office of Expanding Learning; develop and implement programs, supervise and evaluate the performance of assigned personnel; develop and monitor budgets.

ESSENTIAL FUNCTIONS:

Plan, organize, supervise and evaluate the operation of the Learning Support Services Office of Expanding Learning programs and 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 classified, certificated, and administrative personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist with supporting the academic, social and behavioral interventions for at-risk students.

Provide leadership/expertise and build strategic plan/vision for expanded learning programs and services.

Plan, organize, deliver, schedule and evaluate professional learning for administrators, teachers, parents, and others.

Provide Data Management for LSS Programs.

Assist with development, implementation and evaluation of Summer Programs and other expanded learning opportunities as needed.

Collaborate with other Program Specialists: EL, Title I, Parent, Family and Community, Linked Learning, GATE, Curriculum.

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 the Directors 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 Learning Support Services and the Office of Expanding Learning programs; develop informational materials related to Learning Support Services and the Office of Expanding Learning programs, projects and events.

Implement various programs and activities designed to enhance Learning Support Services and the Office of Expanding Learning; utilize resources to develop instructional programs for all students including foster youth, homeless youth, and 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 and collaborate with other administrators, personnel, parents/families and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Monitor and collaborate with community-based organizations to design and implement quality programs and to ensure compliance for grant-funded programs.

Provide specialized technical knowledge and expertise as required.

Control and authorize expenditures in accordance with established limitations; develop and monitor contracts using established procurement protocols.

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.
- Budget and fiscal requirements.
- 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, 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 or Certificate of Eligibility for Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
School Site environment.
Driving a vehicle to conduct work.

BOARD APPROVED: September 4, 2018