

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM SPECIALIST – STUDENT SUPPORT CENTER**

#### **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; plans, develops, and implements the operation and evaluation of the district's Student Support Center and Homeless Education Program.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and implement the operation and evaluation of the Student Support Centers and Homeless Education programs; assure program compliance with District, State and Federal laws, rules and regulations; coordinate and facilitate parent and community involvement in programs and projects.

Communicate with caregivers, youth and service providers to improve services; assist students, caregivers, social workers, and other agency staff in solving school-related problems and accessing resources, referrals, and support.

Provide project management, data management, analysis and reporting for Student Support Centers and Homeless Education programs and activities.

Organize and conduct short-range and long-range studies of various District programs; prepare and analyze related data. Use data to inform staff and stakeholders about progress, potential program changes and program effectiveness.

Advocate for homeless students to ensure their educational rights are upheld and that they receive the required services and supports to achieve educational outcomes; interpret and apply educational and child welfare codes, policies and procedures.

Provide technical expertise, information and assistance to the Director regarding programs and 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.

Supervise and evaluate employees assigned to the Student Support Centers.

Coordinate and provide services to students and their families who qualify as sheltered or unsheltered homeless.

Serve on various community and District committees or organizations in a leadership or advisory capacity on matters related to Student Support and Health Services.

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Prepare District and State reports and evaluations related to Student Support Centers; maintain related records; prepare newsletters, special announcements and other communications to promote Student Support Center activities and opportunities for distribution to students, families, and staff.

Assist in the development and implementation of community-wide projects such as health fairs, dental screenings, immunization clinics; coordinate with existing District and community resources and community leaders; participate in activities and projects as assigned.

Maintain and monitor program budget for sustainability as a program goal; participate in raising supplemental funding as needed.

Assist caregivers, educational rights holders, and LEAs in school enrollment and gathering/transferring education records for students; oversee the dispute resolution process for the educational placement of homeless youth.

Attends conferences and designated agency, county and district collaborative meetings for the purpose of coordinating with appropriate agencies and ensuring activities and services achieve school, county and state objectives.

Establish and maintain working relationships between district, multi-agency staff, community members, caregivers, and youth to ensure effective implementation of the program.

Provide guidance and technical assistance for schools, multi-agency staff, and caregivers; coordinate and facilitates a variety of staff developments and trainings regarding homeless students, their educational rights, and required procedures.

Maintain knowledge of current laws and regulations pertaining to educating homeless youth.

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.

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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.

Implement various programs and activities designed to enhance educational services to school staff, students and families; utilize resources to develop instructional programs for all students.

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.

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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.  
The ability to effectively operate a computer keyboard  
The ability to effectively communicate in order to exchange and understand information  
The ability to read and analyze 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:** October 17, 2018