

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM ADMINISTRATOR, HIGH SCHOOL INSTRUCTIONAL SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the principal, assist in the planning, implementation and evaluation of site academic programs; serve as an Instructional Specialist for assigned school(s) to improve student achievement; monitor the curriculum and coordinate the instructional program for all students including English Learners (EL) and Students with Disabilities (SWD) monitor and provide support to school site staff; and serve as a liaison between the school and community.

#### **ESSENTIAL FUNCTIONS:**

Assist in the planning, implementation and evaluation of assigned education programs, provide leadership in the implementation of differentiated curriculum, standards-based instruction, and appropriate assessments to assure students have opportunities to learn and achieve in appropriate environments.

Assist the principal in obtaining the involvement among the members of the school community, staff and student body in establishing school goals and developing the school plan.

Assure that all identified English Learners at the site receive appropriate services, monitor the California English Language Development Testing (CELDT) and primary language testing, and assist with program placement of English Learners.

Assure that all identified Students with Disabilities at the site receive appropriate services, assessments and program placement.

Attend and conduct a variety of meetings as assigned, and represent the site at assigned meetings and through professional and district committees.

Oversee the day-to-day management of education programs, and collaborate with principals and site staff to meet the needs of staff, students, and parents at sites.

Coordinate professional development activities such as in-services for teachers, paraeducators, and other staff based on annual needs assessments.

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; and develop and present formal status reports.

Oversee a variety of District-wide programs and participate in the planning, implementation and reporting of assigned programs.

Supervise the development, implementation and assessment of curriculum, instructional programs, student services and special education.

Ensure that the instructional program at the site is of highest quality and consistent.

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

Operate a computer and assigned software programs, operate other office equipment as assigned; and drive a vehicle to various school sites for program monitoring.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Curricular practices, research and methodologies  
Instructional strategies used in the enhancement of curricular programs  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Standardized and performance based assessment practices  
School climate and culture  
Principles of training and providing work direction  
Effective programs for “at-risk” and special needs students  
California State Frameworks and grade level standards for K-12 education and curriculum trends  
Oral and written communication skills  
Principles and practices of administration, supervision and training  
Interpersonal skills using tact, patience and courtesy  
Operation of a computer and assigned software  
Record-keeping techniques  
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district students

**ABILITY TO:**

Assist in the planning, implementation and evaluation of educational programs.  
Provide leadership and support for the assessment, implementation and evaluation of the district curricular programs at assigned school sites.  
Provide effective coaching, staff development and technical feedback.  
Provide coherent demonstration lessons.  
Assist staff in enhancing instruction techniques.  
Assess school climate and culture as they affect the learning environment.

Collaborate with administrators, teachers, students and parents.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Maintain consistent, punctual and regular attendance.  
Seek to read a variety of materials.  
Hear and speak to exchange information.  
Sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree, including courses needed to meet credential requirements and three years classroom teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential  
Valid California Administrative Services Credential  
Valid California Class C driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment  
Driving a vehicle to conduct work