

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM EDUCATOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, oversee activities related to specific state or federally funded programs and provide support for parents and teachers of students who are eligible for services of assigned programs.

#### **ESSENTIAL FUNCTIONS:**

Arrange and coordinate special services and tutoring for students who are not meeting grade level expectations and/or program standards.

Collect and analyze data required for program reports for compliance and evaluation such as census, academic progress, and student and family needs.

Identify children and families with special needs and provide information to district departments, social worker, or community agencies for assistance; support teachers and administrators with meeting student needs in areas of language acquisition, literacy, attendance, behavior, safety, health, mental health, social services, and nutrition.

Conduct workshops and training for parents and staff related to cultural needs, family literacy, understanding of appropriate academic programs, and health and nutritional needs of students.

Assist school personnel with parent contacts including information regarding student health and cultural needs and interpreting and translation services as required by the position.

Administer tests for appropriate student placement, provide written notification of assessment results to parents and teachers and enter results of assessments into student database.

Assist with parent advisory and/or policy committees for specific programs as required by state or federal law.

Provide information and materials for parent newsletters, district communications, events, calendars, classroom information boards, and parent or staff training.

Monitor budget and expenditures according to program requirements; maintain program inventory of equipment.

Communicate with staff, administrators and others to exchange information, resolve issues or concerns and coordinate activities.

Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to various District sites and to make home visits as required by the position.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District grade level standards and benchmarks for Pre-kindergarten through high school.

Promotion-retention procedures and interventions for success.

Program compliance requirements; state, federal, and district policies, procedures, and practices. Licensing requirements for operation of assigned programs.

Community needs and agencies.

Appropriate policies, procedures and standards related to assigned activities.

Operation of a computer and assigned software.

Correct English usage including punctuation, grammar and spelling.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

Record-keeping techniques.

**ABILITY TO:**

Communicate effectively both orally and in writing.

Plan and organize work; meet deadlines, schedules and timelines.

Prepare and maintain accurate and current records, reports and files.

Operate a computer and other standard office equipment.

Establish and maintain cooperative and effective working relationships with others.

Determine appropriate action within clearly defined guidelines.

Communicate effectively both orally and in writing.

Maintain confidentiality of student information.

See to read a variety of materials.

Hear and speak to exchange information and make presentations.

Bend at the waist, kneel or crouch.

Dexterity of hands, fingers and wrists to operate a computer keyboard.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Maintain consistent, punctual and regular attendance.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in education or related field and two years progressively responsible program support experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

Evening or variable hours.