

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the management of one or more programs including Special Education, Title I, School Improvement Program (SIP), English Language Learners (ELL), Gifted and Talented Education (GATE), Indian Education, Tutoring Services, Adult Education and Pre-kindergarten; coordinate and implement various student and family services; assist with student and staff placement and development.

ESSENTIAL FUNCTIONS:

Assist in the management of a variety of programs including Title I, SIP, ELL, GATE, Indian Education, Tutoring Services, Special Education, Adult Education and Pre-kindergarten; collaborate with administrators and other personnel to assure programs comply with licensing requirements, State and federal laws, rules and regulations.

Coordinate and implement various student and family services; assess and evaluate program effectiveness and modify accordingly.

Provide instructional leadership to assigned program; assist site administrators in specifics of assigned program and its compliance requirements.

Assist with student and staff placement and development; develop and implement methods and procedures for enhancing student and staff development.

Organize and conduct short-range and long-range studies of various District programs; prepare and analyze related data.

Participate in teams associated with assigned program including Student Study Teams (SST) and Individual Education Plans (IEP).

Prepare and maintain a variety of records and reports related to assigned activities and required by State and federal agencies.

Assist in coordinating parent involvement and community partnerships to enhance student success and academic achievement; assist in organizing parent advisory and policy groups.

Coordinate and participate in parent education workshops; attend and participate in assigned conferences, meeting and committees.

Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; consult and provide work direction and guidance to assigned District personnel.

Assist with preparing grant applications for program funding.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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.
- Oral and written communication skills.
- Applicable laws, codes, regulation, policies and procedures.
- Policies and objectives of assigned program 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 Special Education, Title I, SIP, EIA, GATE, Indian Education, tutoring services, Adult Education and Pre-kindergarten.
- 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 objectives.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Conduct research and 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, experience in program management, classroom/teaching, and/or experience with categorical programs.

LICENSES OR OTHER REQUIREMENTS:

Valid California Teaching.

Other credentials applicable to assigned program.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.