

JOB DESCRIPTION

San Diego County Office of Education

Program Specialist

Purpose Statement

The job of Program Specialist is done for the purpose/s of developing curriculum/project materials and/or services in an area of specialization; and participating in the introduction of services and/or materials into the school system through staff in-service training and direct service delivery to students.

Essential Functions

- Assists staff in performing individual student needs assessments for the purpose of providing direct individualized assistance in identifying and implementing new materials and services.
- Assists in tracking expenditures of grant funds for the purpose of monitoring fund balances and ensuring that expense are within budget limits and fiscal practices are followed.
- Collaborates with a variety of groups and/or individuals (e.g. school district staff, subject matter experts, community agencies, etc.) for the purpose of determining and developing needed materials or services for staff in-service trainings and direct services to students of all ability levels.
- Designs evaluation instruments for the purpose of determining the effect of implemented materials and/or services introduced in schools.
- Develops curriculum/project materials and/or services (e.g. gender responsive services, alcohol/tobacco and other drug prevention/intervention services, relational aggression and bullying, self-esteem/confidence building, school safety planning, grant writing, etc.) for the purpose of providing supporting materials for school system staff in-service training and direct service delivery to students.
- Facilitates and participates in a variety of meetings, workshops and committees, workgroups (e.g. unit staff meetings, Office of Education meetings, parent meetings, Task Force, multi-disciplinary teams, Student Attendance Review Team/Board, etc.) for the purpose of identifying and developing recommendations, providing training, supporting other staff and maintaining group commitment to project or program goals.
- Maintains a variety of manual and electronic files and/or records (e.g. records of student involvement, materials evaluations, observation records, anecdotal records, CDE annual state reports, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Observes staff implementation at schools for the purpose of providing follow-up of in-service training sessions and evaluating the need for additional training and observations.
- Prepares and processes grants, contracts and reports for submission to funding agency for the purpose of providing written reference and supporting materials for obtaining funding for services and programs.
- Provides services directly to students in areas of specialization (e.g. diagnosis of learning disabilities, development of individualized learning program, counseling, career planning, etc.) for the purpose of developing strategies that will meet the specific needs of adolescent and teen boys and girls.
- Responds to district and school site requests for crisis response interventions for the purpose of providing services for emergencies that may result in trauma for students and staff e.g. school shooting, death of student, unexpected passing of a teacher, gang related violence, etc.

- Reviews existing materials and services for the purpose of identifying specific areas of necessary change and opportunities for improvement.
- Supervises contractors and/or college-level interns for the purpose of ensuring project or grant related objectives are met.
- ~~Supports assigned administrator~~ for the purpose of performing research and/or routine administrative functions for special projects as requested.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; grant writing; preparing and maintaining accurate records/case management; grant writing; student support group facilitation; and presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: research and evaluation techniques, laws and regulations affecting area of education specialization; physical and emotional development of adolescents; risk and resiliency research; youth delinquency; student engagement best practices; mental health issues; attendance/truancy information; and school safety.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working effectively independently and as part of a team; communicating with diverse groups in a nonjudgmental manner; working flexible hours; reading and interpreting legislation; grant writing; displaying patience and a sense of humor; understanding verbal input and responding quickly and maintaining confidentiality; managing and coordinating the work of professional, technical and support staff; communicating clearly and concisely both orally and in writing.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 65% sitting, 10% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelor's degree in job-related area.

Equivalency: Bachelor's degree in education; three years of experience in education in a specialized area; or an equivalent combination of education and experience.

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

FLSA State: Exempt

Salary Range: Classified Management, Grade 40

Personnel Commission Approved: October 19, 2016

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Post-Offer DOT Screening