

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of the Director or Assistant Superintendent, organize and direct the operations and activities involved in the development and implementation of assigned programs and services; provide consultation, technical assistance and training to faculty, staff, school districts, families and the public concerning assigned programs and related services, standards, requirements and procedures; coordinate communications, information, curricular resources, staff development activities and personnel to meet student needs and enhance educational effectiveness of assigned programs and services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities involved in the development and implementation of assigned programs and services; coordinate instructional activities to enhance student learning and achievement in designated areas; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Provide consultation, technical assistance and training to faculty, staff, school districts, families and the public concerning assigned programs and services; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, guidelines, requirements, student needs, laws, codes, regulations, policies and procedures.

Coordinate communications, information, curricular resources, staff development activities and personnel to meet student needs and enhance educational effectiveness of assigned programs and services; assure proper and timely resolution of related student, family and staff issues and conflicts.

Develop, implement and conduct training and staff development activities concerning assigned programs and services; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, classroom activities, curriculum, procedures and techniques; develop related lesson plans and adjust activities according to staff needs.

Provide services to assure appropriate delivery of designated educational services to identified students; observe students, review information, identify needs and consult with staff and families concerning progress; visit school sites and classrooms to observe activities, provide technical support and assure education needs are being met.

Assist faculty, administrators and staff in the development of curriculum standards according to student needs; participate in a variety of activities to enhance faculty, staff and parent understanding of educational practices, instructional material guidelines and requirements, curriculum development and instructional strategies.

Monitor and assess assigned services and programs for educational effectiveness and operational efficiency; receive and respond to administrative, staff and public input concerning program needs; assist in the development and implementation of standards, policies and procedures to enhance the educational effectiveness and operational efficiency of programs and services.

Serve as a liaison and coordinate programs, services, communications and student information between administrators, personnel, school districts, outside organizations, families, governmental agencies and the public; collaborate with staff, faculty and administrators in the development and implementation of program services, goals and objectives.

Assist in assuring adequate personnel and resources for assigned programs; review staffing levels and service delivery models and recommend modifications as appropriate.

Train and evaluate the performance of designated personnel; participate in the interviewing and selection of employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist in the development and preparation of budgets for assigned programs and services; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist in coordinating the purchasing of program equipment and materials.

Compile information and prepare and maintain records, reports and files related to programs, students, mileage, financial activity and assigned duties.

Operate office equipment including a copier, fax machine, computer and assigned software; utilize cameras, camcorders and audio-visual equipment; drive a vehicle to conduct work.

Participate in the composition, development and preparation of documents such as forms, newsletters, handbooks and procedural manuals.

Attend and participate in a variety of meetings, conferences, committees, boards, councils and task forces; present information concerning assigned programs; attend and participate in in-services; conduct training session for families and community members concerning students and related programs, procedures and services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of the operations and activities involved in the development and implementation of assigned programs and services.

Educational programs, services, standards, requirements and procedures related to special education. Curriculum standards, interpretation and application in education programs.

Instructional techniques and strategies related to assigned programs.

Local, State and federal standards and requirements governing assigned programs.

Practices and procedures involved in the development and implementation of staff development activities.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Basic budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Organize and direct the operations and activities involved in the development and implementation of assigned special education programs and services.

Provide consultation, technical assistance and training to faculty, staff, school districts, families and the public concerning assigned programs and related services, standards, requirements and procedures.

Coordinate communications, information, curricular resources, staff development activities and personnel to meet student needs and enhance educational effectiveness of assigned programs and services.

Develop, implement and conduct training and staff development activities.

Participate in activities to enhance faculty, staff and parent understanding of educational practices,

instructional material requirements, curriculum development and instructional strategies.
Assure proper and timely resolution of related student, family and staff issues and conflicts.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain records, reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree and three years' experience teaching special education or alternative education students, or other student population related to the specified position, including work with curriculum adaptation.

LICENSES AND OTHER REQUIREMENTS:

Depending on the specified position (see Supplemental Position Information) one or more of the following credentials will be required:

Valid California Teaching Credential

Valid California PPS Credential

Valid California Teaching Credential authorizing instruction in special education settings.

Valid California Administrative Services Credential or Certificate of Eligibility

Valid California Child Development Program Director Permit

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.