



## CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

### PROGRAM SPECIALIST

#### DIRECTLY RESPONSIBLE TO

Assigned District Administrator

#### PRIMARY FUNCTION

To design, administer and implement education programs and services, for the purpose of addressing barriers to equitable education, in accordance with federal, state and local guidelines and mandates in alignment with district initiatives.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Observes, and provide consultation to district administrators and staff on current educational practices, to include review of current data and collaboration on recommendations/plans for next steps at the student, classroom, site and district levels.
- Plans programs, coordinates curricular resources, and assists schools in evaluating the effectiveness of program development for students and the community.
- Collect, review and analyze data related to federal, state, county or district accountability measures for the purposes of monitoring department and district goals, and evaluating current practices.
- Participates in the design and implementation of site and district wide staff development, program development, and innovative approaches.
- Attend and participate as a representative of the district office, in individualized student meetings, site-based staff meetings, and district meetings as assigned. Serve as a resource in the coordination of complex cases, before, during, and after meetings.
- Assist with the development, coordination, and implementation of educational programs for the purpose of assuring pupils have full educational opportunity.
- Provide consultation and collaboration to site administrators, district personnel and other service providers on the development and implementation of individualized student plans.
- Assists in the articulation of students between preschool, elementary, middle and secondary schools and other transitions as necessary. Works with a variety of stakeholders to ensure effective articulation of between programs, school sites, and community programs.
- Serves as a resource in the identification, selection, and use of assessment, instructional and support materials, curriculum and methodologies at the student, classroom, site and district levels.
- Stay current on relevant laws and regulations that pertain educational best practices and requirements as they pertain to all students including but not limited to English language learners, foster youth, homeless/transient students, students with special needs and students who are chronically absent. May assist preparation of compliance, mediation, and dispute resolution materials.
- Synthesize and relay information regarding the implementation of policies and procedures to support the implementation of educational services and legal mandates.
- May provide input to the evaluation of certificated and classified staff as assigned.
- Assists with department and district activities as assigned.

#### JOB REQUIREMENTS

- Master's degree
- Valid California Teaching or Services Credential

- Minimum three years successful experience in relevant educational setting
- Demonstrated successful leadership experience in designing and implementing programs to improve outcomes for at-risk or underserved youth.
- Administrative Services Credential preferred
- K-8 teaching experience preferred

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Strong Oral and written English communication skills
- Interpersonal skills using tact, patience and courtesy
- Child development and human behavior
- Systems thinking and the cycle of continuous improvement
- Laws and regulations as they pertain to education

#### ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.
- Model trust and effective listening skills.
- Analyze and logically evaluate information, issues and problems.
- Use facts, data and experience to choose an appropriate course of action.
- Consider a variety of perspectives and potential impact when making decisions
- Apply the cycle of continuous improvement in planning and goal setting.
- Respond to change in a positive effective manner
- Quickly learn new work methods and procedures
- Prioritize competing or conflicting demands
- Thoughtfully intervene in situations of conflict, and demonstrate self-management

### WORKING CONDITIONS:

#### ENVIRONMENT:

- Indoor and outdoor work environment

#### PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Lifting books, materials equipment to execute lessons and presentations
- Seeing to read, prepare and review a variety of reports and to monitor teacher and student interactions

### SALARY

In accordance with the Certificated Administrators' Salary Schedule