

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM SPECIALIST – TECHNOLOGY INTEGRATION**

#### **BASIC FUNCTION:**

Under the direction of the Director of Curriculum and Professional Learning, assist in the management of the programs and services of the department of Curriculum and Professional Learning; develop project plans for implementation of educational and instructional technology; supervise and evaluate the performance of assigned personnel; develop and monitor budgets.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, supervise, and evaluate the operation of Curriculum and Profession Learning programs and services; assure program compliance with District, State, and Federal laws, rules, and regulations; monitor, assess, and evaluate program effectiveness, and modify accordingly.

Provide instructional support in technology, curriculum and staff development; coordinate staff development programs for various school sites; collaborate with others to identify staff development needs. Align work with the Education Services Vision: *Improving Student Learning for ALL Students Through Improved Classroom Instruction in the Elk Grove Unified School District.*

Train, supervise, and evaluate the performance of assigned classified and certificated personnel.

Provide leadership/expertise and build strategic plan/vision for technology integration at designated sites with a focus on high quality instruction; meet with site personnel, technicians, teachers, and administrators to identify needs, successes, shortcomings, and plans for resolution or improvement; model high expectations, conduct demonstration lessons, and assist with curriculum development, planning, and pacing of the program.

Oversee and assure compliance of state laws and district materials adoption process including piloting, adoption, purchase, and implementation.

Provide periodic reports to management categorizing training, support activities, other goals, and progress indicators towards goal attainment.

Collaborate with other Program Specialists in the District.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of the department of Curriculum and Professional Learning; develop informational materials related to the department of Curriculum and Professional Learning's projects and events.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; compile and analyze data.

Communicate and collaborate with other administrators, personnel, parents/families, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Provide specialized technical knowledge and expertise as required.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings, conferences, and workshops as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Strategic planning and continuous improvement processes.

Budget and fiscal requirements.

Research and data collection and evaluation methods and procedures.

Staff development programs and techniques.

Exemplary oral and written communication skills.

Applicable laws, codes, regulations, policies, and procedures.

Policies and objectives of assigned programs 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.

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 objective.

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.

Operate a computer and assigned equipment.

Effectively communicate in order to exchange and understand information.

Read and analyze a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree, classroom teaching, and three years of experience in the administration of site/district programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

Valid CA Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

School Site environment.

Driving a vehicle to conduct work.

**BOARD APPROVED:**