

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM SPECIALIST – SCHOOL IMPROVEMENT SUPPORT

BASIC FUNCTION:

Under the direction of the Director of School Improvement and Support or designee, assist in the management of School Improvement Support; assist in planning, organizing, monitoring and directing of school improvement actions and services at assigned PreK-12 and Special Education schools; develop and implement programs, supervise and evaluate the performance of assigned personnel; develop and monitor budgets.

ESSENTIAL FUNCTIONS:

Plan, organize, supervise, and implement the operation and evaluation of School Improvement Support programs; including supplemental programs; assure program compliance with District, State and Federal laws, rules and regulations; coordinate and facilitate parent and community engagement in programs and projects.

Support and supervise site LCAP development processes and procedures.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.

Provide technical expertise, information and assistance to the Director regarding school improvement actions and services; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of State and federal programs; develop informational materials related to State and federal programs, projects, and events.

Manage multiple audits annually, including district and program Federal Program Monitoring, time accounting, and public and governmental oversight agencies. Train and manage district and site administrators in audit and record keeping requirements.

Implement various programs and activities designed to enhance services for at-risk students; utilize resources to develop instructional programs for children with special needs.

Assist with supporting the academic, social and behavioral interventions for at-risk students and their families.

Plan, organize, deliver, schedule and evaluate professional development for administrators, teachers, classified staff, and families.

Facilitate parent, community, and multi-stakeholder groups, including School Site Council and District Advisory Committee. Serve on a variety of district and community committees.

Provide data management for School Improvement Support programs. Direct the preparation and maintenance of a variety of complex narrative and statistical reports, records, and files related to assigned activities and personnel.

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

Control and authorize expenditures in accordance with established limitations. Develop and monitor contracts, using established procurement protocols.

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

Assist with preparing grant applications for program funding.

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

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations of State and Federally funded programs.

Organization of student and family services.

Multi-Tiered Systems of Support.

Culturally competent and relevant teaching.

Program evaluation science methodologies.

Systems thinking.

Continuous improvement practices including data analysis, gap and cause analyses, program design and evaluation.

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 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 including Title I, Title IV, SIP, EIA, GATE, Migrant Education, Private Schools, Time Accounting, tutoring services, Adult Education and Pre-Kindergarten.

Coordinate and implement various student and family services.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Learn District organization, operations, policies and objectives.

Communicate effectively both orally and in writing.

Conduct research and compile and verify data.

Prioritize, schedule, 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.

Be highly responsive, flexible, culturally responsive, empathetic, team-oriented, perceptive, self-aware, creative, curious, resourceful, imaginative, adaptable, connected, persistent, resilient, and optimistic.

Take initiative.

Have an awareness of mindset and director goals.

Use systems thinking and critical thinking.

EDUCATION AND EXPERIENCE REQUIRED:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Valid CA Administrative Services Credential.

Certificate of Eligibility for Administrative Services Credential Administrative Internship.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

School Site Environment.

Driving a vehicle to conduct work.

BOARD APPROVED: