

NATOMAS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Program Specialist	FLSA: Exempt
Salary: Unrepresented Specialist Salary Schedule, Range III	Work Days: 203
Reports to: Assigned Supervisor as determined by the Superintendent or Designee	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job. A corresponding duty statement may be incorporated to reflect additional requirements.

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the assigned supervisor, the Program Specialist plans and oversees activities and operations in their assigned department(s) as directed. Provides responsible and complex administrative support to the assigned supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.
- Coordinate, develop, expand, support, and oversee activities and operations related to assigned department(s) as directed; supervise and evaluate direct reports if applicable; assist with the recommendation of updates to policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Monitor appropriate work flow, program procedures and protocols, priorities and work assignments to meet the needs of the District and the community.
- Assist in the implementation of goals, objectives, policies, and priorities for assigned department(s).
- Provide technical and intellectual expertise to assigned supervisor regarding assigned functions; formulate and develop practices and procedures with oversight from assigned supervisor.
- Maintain effective communication; respond promptly to requests/inquiries; participate in meetings, as appropriate.
- Coordinate services to students by other agencies as needed.
- Provide general direction and support to staff implementing programs., including grant programs.
- Provide staff development regarding special methods and approaches and new developments regarding assigned duties/focus of work.
- Develop parent education programs.
- May plan programs, coordinate curricular resources, and evaluate effectiveness of programs.
- Respond to and resolve concerns and complaints from parents and the general community.
- Assist teachers in developing appropriate and meaningful plans and in implementing services for students as needed.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles of supervision and training.
- Technical aspects of field specialty.
- Principles and practices of program development and administration.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Education code related to assigned speciality/department(s).
- Correct English usage (both orally and in writing) grammar, spelling, punctuation and vocabulary.
- Record keeping, office organization and clerical skills.
- District organization operations, policies, goals and objectives.

Ability to:

- Plan, organize and coordinate the work of certificated and classified staff.
- Communicate clearly, concisely, and tactfully, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Make sound decisions and demonstrate outstanding judgment in difficult situations.
- Work independently.
- Assist in the administration of department goals, objectives, and procedures.
- Plan and organize work to meet schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals.
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.
- Demonstrate respect for each person in the organization.
- Maintain consistent and punctual attendance.
- Maintain effective audio-visual discrimination and perception for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer

keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects. Please see corresponding duty statement for additional physical ability requirements, if applicable.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor's degree or higher from an accredited college or university with a major in education, education administration, public administration or a related field that would be applicable to the assigned department(s).
- Experience: Three years of increasingly responsible experience in related field, preferably in a public education setting.
- Valid California Teaching Credential in related subject area.

LICENSE OR CERTIFICATE

- Valid California driver's license.
- Possession of an appropriate and valid Teaching Credential issued by the California Commission on Teacher Credentialing.
- Please see corresponding duty statement for license or certificate requirements, if applicable.