

STOCKTON UNIFIED SCHOOL DISTRICT

SENIOR PROGRAM SPECIALIST, STATE AND FEDERAL PROGRAMS

DEFINITION

Assist with the planning, implementation, monitoring and evaluation of State and Federal programs and initiatives. Provide day-to-day programmatic and technical support and assistance to schools and to various departments of the District; and perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrator of State and Federal Programs, and will support and supervise program support staff as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Assist in the planning, implementation and evaluation of State and Federal Programs related to their assigned duties.

Render day-to-day programmatic and technical assistance to school site staff, parents and students. Further develop and implement activities and procedures to involve parents.

Organize and conduct in-service workshops for staff and parents in areas related to State and Federal Programs.

Select, develop and/or recommend related curriculum materials to improve and enhance the performance of participating students.

Assist in the implementation of No Child Left Behind (NCLB) requirements.

Monitor and review District and school sites program documents and records to insure compliance with District, State and Federal rules and regulations.

Supervise the development and implementation of a School Program Improvement Plan.

Monitor and review State and Federal Program services provided for children in private schools.

Investigate and/or review complaints concerning State and Federal Programs.

Assist and support the Parent Resource Center staff in meeting their program objectives.

Assist in the coordination of Coordinated Compliance Reviews.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices
- Program subject matter area
- Mandated regulations governing State and Federal Programs
- Curriculum and curriculum development as it pertains to State and Federal Programs
- Program assessment, evaluation and record keeping requirements
- In-service training techniques

Ability to:

- Work with the departments and site staff to ensure full implementation and compliance with State and Federal program guidelines
- Establish confidence, trust and rapport with colleagues and others in the course of work
- Communicate effectively orally and in writing including preparation of comprehensive reports
- Plan, organize, develop, implement and evaluate a program
- Make effective public presentations
- Physical capability sufficient to perform job duties

Education and Experience:

- Master of Arts or advanced degree from an accredited college or university
- Three (3) years of teaching experience, varied levels with experience in literacy and mathematics
- Experience as a site program specialist is preferred

License or Certificate:

- Appropriate teaching credential
- California administrative and/or supervisory credential
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Management Team Salary Schedule

Tier 5, Range 03

12-month work year

Board Approved 2/26/19

Management re-alignment effective 3/1/19

Range 32

Changed to Management Team - Agreement Signed: 07/11/07