



Date Adopted:	1/8/13
Range:	43
Classified:	CSEA

Job Description

PROGRAM SPECIALIST – PROFESSIONAL DEVELOPMENT

BASIC FUNCTION

Under general direction, assist in the implementation and oversight of the Professional Development and New Teacher Support programs (ex: The Beginning Teacher Support and Assessment (BTSA)); maintain professional development database (ex: My Learning Plan (MLP)); serve as a liaison for Professional Development and BTSA; assist with program budget development and tracking.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Assist in the administration of the professional development database (ex: MLP and iObservation); create and maintain databases; analyze data and create reports.
- Provide technical support and training to staff regarding databases; assign user rights.
- Research and respond to inquiries from teachers regarding professional development.
- Serve as a liaison for professional development and new teacher support with school sites, District departments and outside agencies and service providers.
- Establish and maintain networking relationships with outside agencies and service providers to support professional development activities.
- Request and receive documentation from various program-related sources, review for accuracy and completeness; manage data tracking and reports related to State and Federal requirements and compliance issues.
- Compose, prepare and verify accuracy of a variety of materials which may include correspondence, minutes, reports, contracts, lists, forms, notices, memoranda and other documents; independently or from oral instructions.
- Create, monitor and maintain audit files for program compliance; work with staff and/or agencies to resolve concerns and issues; prepare reports; assist in presentations.
- Provide support to implement programs, monitor site-based activities and assure timelines are met.
- Coordinate, organize and facilitate events, conferences, workshops and meetings; make arrangements for presenters; assist in the review and compilation of workshop evaluations and perform follow-up activities.
- Design, create and proof-read brochures, charts, manuals, flyers, newsletters, marketing materials, multi-media presentations and directories.
- Other related work as required.

QUALIFICATIONS***Knowledge of:***

1. Professional Development and New Teacher Support programs (ex. BTSA, MLP, iObservation, Title 1).
2. Continuing education credit process.
3. Applicable State laws, policies, procedures, contract and other regulations governing certificated staff.
4. Compliance and accountability practices related to Professional Development and Teacher Support.
5. Terminology and acronyms used for Professional Development and New Teacher Support Programs.
6. Business and community resources.
7. Modern office methods and equipment, including computers and application software (ex: QCC, AERIES).
8. Database management, record keeping techniques, report preparation and presentation techniques.
9. Research techniques.
10. Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

1. Learn, interpret and apply policies and procedures related to the assigned duties and responsibilities of the position.
2. Maintain current knowledge of information related to the field.
3. Establish and maintain cooperative and effective working relationships.
4. Effectively collaborate with site and district staff.
5. Organize, train, assign and monitor the work of others.
6. Prioritize and schedule work to meet deadlines.
7. Work under pressure with frequent interruptions.
8. Work with discretion and in confidence.
9. Work independently with little direction.
10. Understand and carry out oral and written directions.
11. Communicate both orally and in writing in a clear and concise manner.
12. Maintain complex and varied files and records.

EXPERIENCE

Two (2) years of experience working within a school district providing support to an Educational Services or Curriculum/Instruction department.

EDUCATION

High School Diploma or equivalent and an Associate's Degree or higher from an accredited college or university is required. Experience above the two-year requirement may be substituted for the college education on a two years' experience equals one year of education basis.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Possession of a valid California Drivers' License and proof of insurance is required.

OTHER REQUIREMENTS

Personal transportation for job-related travel.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This will include an indoor office work environment and include travel to school sites/departments.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate equipment.

Bend at the waist, kneel, or crouch.

Sit or stand for extended periods of time.

Climb a step stool/ladder and reach above shoulders.

Hazards:

Contact with dissatisfied or abusive individuals is possible.