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REPORTS TO: Administrative Director

POSITION PURPOSE:

Performs technical and administrative duties which require a comprehensive knowledge of assigned functional area practices and procedures. Provides technical advice and assistance and assures compliance with appropriate laws and requirements; investigates problems or complaints and resolves within scope of authority; provides training for assigned functions; and coordinates assigned activities with District staff and outside agencies.

NATURE & SCOPE:

Performs work of a varied nature in accordance with established policies, practices and guidelines under general supervision.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Program Specialist I classification by the responsibility for a specific functional area and by the requirement to function with a moderate degree of independence, and for increased technical knowledge.

ESSENTIAL JOB FUNCTIONS:

1. Assures compliance with policies, laws and standards relative to program area; provides advice and training to district staff to assure proper practices and procedures are carried out.
2. Investigates problems and complaints and resolves matters within scope of authority; identifies potential problems and recommends solutions.
3. Monitors local, state and national issues, court rulings, changes in laws that affect the program or the District and keeps appropriate people informed.
4. Coordinates activities with District staff and outside agencies; prepares and provides information regarding program to outside agencies and/or the general public.
5. Maintains records and prepares reports related to the work.

OTHER JOB FUNCTIONS:

6. Provides back-up support to other staff in case of absence or work overload.
7. Performs other related duties as assigned.

WORKING CONDITIONS:

Work is primarily performed indoors. Some travel may be involved in the work.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices and methods related to the program area.
- Considerable knowledge of laws, court rulings and other authoritative standards related to program area.
- Knowledge of effective methods and practices related to information development and dissemination.
- Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.
- Ability to make presentations before community groups and school staff.
- Ability to provide effective advice and training to other employees regarding program area.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to prepare and develop effective information.
- Ability to establish and maintain effective working relationships with other employees, representatives of outside agencies and general public.
- Ability to physically perform assigned duties.

EDUCATION AND EXPERIENCE

Possession of a bachelor's degree in a field related to the program area and two years experience in work related to the assigned program; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

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The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.