

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **PROGRAM SUPPORT SPECIALIST** (*Grant Funded Position*)  
Department: Administrative Office  
Reports to: Assistant Superintendent, Educational Services

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#### **SUMMARY:**

Under direction of the Assistant Superintendent of Curriculum & Instruction implements the District Support Services Program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Provide leadership in implementing the District Support Services Programs in the Western Placer Unified School District.
- \* Plan and coordinate advisory and steering committee meetings with the assistance of Directors and Coordinators.
- \* Conduct outreach to community groups.
- \* Meet regularly with site personnel, parents, students, teachers, SMART team, support staff, and other groups necessary for implementation of programs.
- \* Maintain minutes, records, master calendar, complete and file required reports.
- \* Perform public relations activities to develop community awareness and support.
- \* Seen as a resource to agency and school staff regarding programs available in the community.
- \* Provide supervision and evaluation of staff, act as overall program manager, administrative budget, assist with evaluation of program, and monitor subcontracted services.
- \* Perform other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must have knowledge of categorical and grant programs, support activities, K-12 education systems, community needs; programs and resources.

#### **EDUCATION and/or EXPERIENCE:**

Bachelors' degree (administrative credential preferred).

#### **OTHER SKILLS and ABILITIES:**

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines including data processing equipment such as computer terminals, printers and word processors. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations; compose routine correspondence independently; make arithmetical calculations quickly and accurately; process documents using word processing equipment and software; meet the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work, and have strong interpersonal relationship skills.

**CONFIDENTIAL/MANAGEMENT STATUS**

Cases or confidential district matters are not to be discussed by the coordinator under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, students, colleagues, and other professionals.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

***The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***