

Oak Grove School District

JOB TITLE: **CATEGORICAL PROGRAM SPECIALIST**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist principal, staff, and parents in planning, organizing, administration, and implementation of categorical program plans and activities. Employees in this classification receive general supervision from a school administrator within a framework of standard policies and procedures. This job class exercises responsibility for the scheduling, coordination, planning, and promotion of categorical program(s) at an assigned school site. Such programs may include School Site Council (SSC), School Advisory Council (SAC), and School Improvement Program (SIP), activities, operations, and meetings.

TYPICAL DUTIES

- Assists in planning, organizing, administrating, implementing, and promoting categorical program activities and operations
- Assists in scheduling and preparing agenda for meetings and events for categorical programs, School Site Council (SSC), School Advisory Council (SAC), and School Improvement Program (SIP), meetings
- Promotes program activities to the community by preparing and disseminating newsletters, brochures, etc.
- Maintains categorical program activity logs for program compliance and informs participants of established completion and target dates
- Maintains financial records and processes financial transactions related to program operations and activities
- Serves as liaison between aides, parents, and school administrator regarding matters concerning assigned program areas
- Acts as recording secretary for program(s) and other meetings
- Inventories, orders, catalogs, stores, and distributes textbooks and instructional supplies
- Schedules, coordinates, and researches special activities such as field trips, assemblies, staff workshops, conferences, etc.
- Performs general clerical and typing for categorical staff as required
- Orients and trains aides and volunteers, as needed
- Aids teachers, aides, and other staff in locating needed materials
- Prepares reports and correspondence related to program activities and operations
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of basic bookkeeping and inventory methods and techniques
- Knowledge of established District policies and procedures as applied to categorical program operations
- Skills to understand and carry out complex and varied instructions
- Skill to plan and organize program activities, events, and operations

Approved by Board of Trustees August 9, 2001

MINIMUM QUALIFICATIONS (Continue)

- Skill to maintain inventories and records related to categorical programs
- Skill to communicate effectively in both oral and written form
- Skill to type accurately at a rate required for successful job performance
- Skill to prepare routine reports and correspondence
- Skill to perform accurate mathematical calculations using basic addition, subtraction, multiplication, and division
- Skill to operate standard office equipment including copy machines, calculator, etc.
- Skill to schedule and coordinate work flow in a timely manner
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

May require possession of a valid State Driver's License