



PROGRAM SPECIALIST CATEGORICAL PROGRAM

Board Approved: 03/02/16

BRIEF DESCRIPTION OF POSITION:

The Program Specialist Categorical Programs, under the supervision of the Director – Categorical Programs, provides collaborative support for categorically funded federal programs that supplement that path to mastery of the California Standards, high school graduation, and college and career readiness for students identified as English Learners, Foster Youth, Migrant Youth, and Economically Disadvantaged Youth. Provides collaborative support for instructional practices, required program monitoring, and compliance with federal, state, and local regulations. Provides support for improving parental involvement within categorically identified student populations.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
2. Collaborates with site and District leadership to develop academic support programs to improve the achievement of English Learners, Foster Youth, Migrant Youth, and Economically Disadvantaged Youth. **E**
3. Provides support for required program monitoring and compliance with federal, state, and local regulations.
4. Provides support for Title I & Title III programs. **E**
5. Provides support and oversight for the District's Migrant Education program. **E**
6. Reviews and interprets information on the Migrant Student Record Transfer System, the Student Assessment Profile, and Needs Assessment. **E**
7. Monitors the student achievement of Migrant Program identified students and works with sites to develop and implement instructional programs to improve the academic achievement of students in the program. **E**
8. Monitors Migrant student eligibility, informs site administrators of changes in Migrant student counts and eligibility. **E**
9. Collaborates to support counselors in developing required Individual Learning Plans for Migrant Education students. **E**
10. Represents the District in regional and state-wide Migrant Program meetings.
11. Provides support for feeder school articulation for categorical program participants. **E**
12. Recruits students and parents to attend regional and district conferences and competitions related to categorical programs. **E**
13. Performs other duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional statewide travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

REQUIREMENTS:

WORK YEAR:	Certificated Teacher Work Year (184 Days) plus 9 additional days (193 total days)
CREDENTIAL:	Current valid Teaching Credential or Pupil Personnel Services Credential or other Support Services Credential;
EDUCATION:	Bachelor's Degree from an accredited college or university (required)
EXPERIENCE:	Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required); Extensive experience working with diverse student populations; Experience working with Categorical Programs (preferred)

OTHER: Bilingual in Spanish (strongly preferred)
Knowledge of Mixteco, Tagalog, and other world languages (preferred)

SALARY: Placement on Certificated Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance