



**PROGRAM SPECIALIST
STUDENT SUPPORT SERVICES (SSS)**

Board Approved: 05/26/21

BRIEF DESCRIPTION OF POSITION

The Student Support Services (SSS) Program Specialist, under the supervision of the Director – Student Services, provides support for student programs and ensures that programs align with the overall district vision, and mission to engage students in inclusive experiences to enrich their student engagement and school connectedness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides support with student program development and implementation (PBIS, TUPE, ASB).
2. Collaborates with site/district leadership and staff to support Student Programs and curriculum.
3. Coordinate and provide support for the Superintendent Student Advisory Council
4. Provides support, training and data analysis for student programs and other relevant student data.
5. Research and implement current PBIS/MTSS plans to support District LCAP goals
6. Facilitate regular PBIS meetings with coaches and administrators aligned to PBIS
7. Coordinates regular updates to the district website for MTSS/PBIS strategies and information as they relate to ATOD prevention/intervention and cessation.
8. Monitors and supports grant requirements aligned to Student Support Services.
9. Provides support for TUPE and ATOD professional development and identified teacher training needs.
10. Provides support with site TUPE and other student services' programs Master Schedules to include Peer-to-Peer programs and curriculum.
11. Serves as the OUHSD TUPE liaison with VCPH and VCBH and other CBOs as requested
12. California Healthy Kids Survey District Coordinator
13. California Youth Tobacco Survey Coordinator
14. Participation with CBOs which support grant objectives
15. Grant research and writing as it applies to ATOD programs and implementation
16. Assist with new hire training as requested
17. Assist with Board Policy and AR updates as necessary
18. Other duties as assigned

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
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 Grant Writing (preferred)
SALARY	Placement on Certificated Salary Schedule
BENEFITS	Medical (employee contribution), 100% dental, vision and life insurance