



Program Specialist, Prevention & School Safety

Purpose Statement

The job of Program Specialist, Prevention & School Safety is done for the purpose/s of coordinating, designing, and monitoring a comprehensive school safety program; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

Coordinates with district and building administrators, a variety of committees, etc. (e.g. school safety committees, Prevention teams, etc.) for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.

Designs services (e.g. training, resource materials, templates, protocols, etc.) for the purpose of implementing professional development program activities that address identified training needs.

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines which includes preparing and submitting a variety of reports on grant activities to the California Department of Education.

Monitors professional development services (e.g. consultants course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.

Participates in meetings, workshops, trainings, and seminars (e.g. San Diego County Health and Human Services Prevention Initiatives, etc.) for the purpose of conveying and/or gathering information required to perform functions and distributing information to Districts.

Prepares a wide variety of written materials (e.g. training sessions, resource materials, evaluation material, comprehensive school safety plan templates and protocols, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Processes documents and materials for the purpose of disseminating information to appropriate parties.

Researches a variety of information (e.g. courses, materials, education code, safety protocols, latest drug trends, etc.) for the purpose of developing the program that will meet the needs of the districts, parents and students.

Responds to inquiries from districts and staff for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; classifying data and/or information; conducting meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; and conflict resolution.; business telephone etiquette; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelor's degree in job-related area.

Equivalency:

Required Testing

N/A

Certificates and Licenses

Valid CA Driver's License

Continuing Educ. / Training

Clearances

Criminal Background Clearance
Criminal Justice Fingerprint/Background
Clearance Drug Test
Post-Offer DOT Screening

FLSA State: Exempt

Salary Range: Classified Management, Grade 40

Personnel Commission Approved: October 19, 2016

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