

PROGRAM SPECIALIST I **BEAVERTON** SCHOOL DISTRICT

Purpose:

Assists in program development by performing a variety of administrative support activities requiring knowledge of department or District-wide functions, practices and procedures; promotes assigned program or District functions through preparation of informational materials; assists in the planning, implementation and evaluation of the program; and provides program information to District staff.

Reports to: Administrative Director

Nature & Scope:

Performs work of a varied nature in accordance with established policies practices and guidelines under general supervision.

Distinguishing Characteristics:

This classification is distinguished from the Program Specialist II classification by the performance of duties in support of a broad District-wide function, and by less responsibility for independently carrying out assigned duties.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Contributes to the planning, implementation, and evaluation of a District- wide program.
3. Prepares and provides accurate and timely information, regarding the District to the media and other interested groups.
4. Monitors local, state and national educational issues that affect the program or the District and keeps appropriate people informed.
5. Provides program information to District staff; assists staff in dealing with program related matters.

Other Job Functions:

1. Provides back-up support to other staff in case of absence or work overload.
2. Performs other related duties as assigned.
3. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

1. Knowledge of the principles, practices, and methods of program development and implementation.
2. Knowledge of effective methods and practices related to information development and dissemination.
3. Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.
4. Ability to make presentations before community groups and school staff.
5. Ability to understand and execute oral and written instructions, policies and procedures.
6. Ability to prepare and develop effective information.
7. Ability to establish and maintain effective working relationships with other employees, representatives of the media and the general public.
8. Ability to physically perform assigned duties.

Education and Experience:

Possession of a bachelor's degree and one year experience in a related field; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Working Conditions:

Work is primarily performed indoors. Some travel may be involved in the work.

Work Year: 10 month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved:

Date Revised: May 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.