MT. DIABLO UNIFIED SCHOOL DISTRICT

Instructional Program Specialist, Categorical Programs, Site-Based

Primary Function

Administers and coordinates specific curriculum and categorical programs

Directly Responsible To

Site Principal

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Administers assigned site specified curricular and categorical programs
2. Assists with planning, implementing and evaluating school-wide curricular and instructional programs
3. Assists with district and site program improvement plan development, implementation and evaluation
4. Provides support and monitoring for site's instructional program
5. Assists with compliance reviews
6. Assists with staff evaluations
7. Assists site with curriculum and professional development, including conducting demonstration lessons when needed
8. Works with students, teachers, and other staff in order to improve learning and instructional practices
9. Serves as a liaison and consults with other professional, appropriate agencies, and the community in providing full educational opportunities for children and parents
10. Devises and provides necessary forms, such as letters to parents, parental consent forms, summarization reports, program proposal forms and evaluation forms
11. Supervises the program identification of eligible students as appropriate to the program

12. Develops and maintains a system for monitoring student participation and progress in categorical programs

13. Implements and maintains articulated programs in the district

14. Collaborates with school staff to support student achievement through positive behavior systems

15. Selects and purchases enrichment materials for the site

16. Coordinates planned and assigned activities with those of Curriculum/Instruction staff

17. Conducts research, assembles and disseminates research information relating to improvement of instructional programs for special needs students

18. Takes leadership in creating healthful human relationships which will provide for a suitable climate for learning and teaching

19. Coordinates extended year programs as assigned

20. Provides parent education, provides for parent involvement as appropriate and communicates with parents as needed

21. Attends job related meetings and activities specified by site principal

22. Performs additional duties assigned by the site principal

23. Performs additional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exercise good judgment and tact

2. Knowledge of basic elements of instruction

3. Knowledge of curriculum concepts and materials pertinent to the K-5 instructional program as appropriate

4. Ability to speak and write effectively

5. Ability to work effectively with all segments of the educational community and general public

6. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials

7. Ability to assemble and analyze data, and make appropriate recommendations for action

8. Knowledge of principles of professional training and development

9. Knowledge of state and federal laws pertaining to categorical program as assigned

10. Ability to initiate and coordinate programs and projects

11. Knowledge of evaluation timelines and procedures

12. Ability to design and implement procedures'

13. Knowledge of school district operations and procedures

14. Knowledge of state curriculum frameworks and district curriculum guides

15. Ability to facilitate groups

Education, Training, and Experience

1. Post graduate work in school administration, curriculum and instruction, or related field

2. Successful experience as a classroom teacher

3. Progressively responsible experience in providing leadership on a school or district setting

4. Possession of an appropriate school administrative credential

5. Experience in directing/supervising the work of others

6. Experience in professional training and development

DMA
Range 11
203 Work Days

Approved by Board of Education: June 24, 2008