MT. DIABLO UNIFIED SCHOOL DISTRICT

Program Specialist, Categorical Programs

Primary Function

Administers specific categorical programs.

Directly Responsible To

Director, Curriculum/Instruction, and/or
Assistant Director, Curriculum/Instruction

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Administers assigned specified categorical programs.
2. Assists with planning, implementing and evaluating categorical programs.
3. Assists with district and site plan development, implementation and evaluation.
4. Provides support and monitoring for programs.
5. Assists with compliance reviews and program quality reviews.
6. Assists with preparation of categorical applications and grants.
7. Assists with staff evaluations.
8. Assists department and schools with curriculum, and staff development/inservice.
9. Formulates program budgets as assigned.
10. Serves as a liaison and consults with other professionals, appropriate agencies, and the community in providing full educational opportunities for children and parents.
11. Establishes and maintains central record-keeping procedures for student identification, materials, equipment and finances and other areas required by the program.

12. Devises and provides necessary forms, such as letters to parents, parental consent forms, summarization reports, program proposal forms and evaluation forms.

13. Administers assigned categorical program budgets including review and approval of all requests for personnel, capital outlay and conference expenditures.

14. Supervises the program of identification of eligible students as appropriate to the program.

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

16. Develops and maintains accounting procedures for programs that will conform to state and federal regulations.

17. Implements and maintains articulated programs in the district.

18. Completes annual state and federal reports.

19. Selects and purchases enrichment materials for the district.

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

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

22. Prepares appropriate on-going state and federal project applications.

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

24. Coordinates extended year programs as assigned.

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

26. Attends job related meetings and activities specified by the Director, Curriculum/Instruction or Assistant Director, Curriculum/Instruction.

27. Performs additional duties assigned by the Director or Assistant Director, Curriculum/Instruction.

28. Performs those duties and responsibilities, including supervisory and advisory duties, as

may be prescribed by the Superintendent.

Program Specialist, Categorical Programs - cont'd

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 - 12 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 the principles of staff training and development.

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

10. Ability to initiate and coordinate programs and projects.

11. Knowledge of budget development, maintenance, and evaluation.

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 a related field.

2. Successful experience as a classroom teacher.

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

setting.

4. Possession of an appropriate school administrative credential.

Program Specialist, Categorical Programs - cont'd

5. Experience in directing/supervising the work of others.

6. Experience in staff training and development.

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