

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PROGRAM SPECIALIST

DEFINITION:

Under direct supervision of the assigned Supervisor, the Program Specialist will provide workshops, trainings and in services to students, parents, staff and community agencies for specially funded program. Identify and create educational support services to refer selected, target populations and their network of support to achieve personal and academic success. Manage a caseload of students to ensure that needs are assessed, and appropriate interventions result in progress, and other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides information, guidance and resources to districts in program content.
- Identifies target populations' services and provides support and referrals, if needed.
- Schedules and facilitates various professional development trainings and workshops.
- Reviews survey/assessment results and assists with disseminating data to key partners for program improvement.
- Identify research-based curriculum to assist partners in making informed decisions.
- Facilitates and provides guidance for various prevention and intervention programs.
- Travel to various sites to provide services.
- Serves on various community and collaborative groups, and councils related to assigned programs.
- Initiates and assists with ordering educational material for the assigned programs.
- Communicates with stakeholders and LEAs regarding various programs offered by the COE and community agencies.
- Maintains up-to-date information on prevention and intervention practices by attending trainings and workshops.
- Completes and maintains forms, records, reports and documentation of program activities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Associates degree in social work, social sciences, human services, psychology, sociology or similar area related field required.
- Bachelors degree in similar areas preferred.
- Three (3) years of relevant experience and training that would provide the required knowledge skills, and abilities.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PROGRAM SPECIALIST

Knowledge of:

- Current methods and techniques and programs which are effective in the prevention/intervention for adolescents; trauma, brain development, alcohol, tobacco and other drug affects, social norms in relationship to children, adolescent youth, adults and families.
- Family dynamics and behavioral matters with students from high-risk environments.
- Local community resources, school systems, case management procedures, and basic research techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Effective and efficient oral and written communication techniques.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Apply program rules, policies and regulations.
- Complete necessary filing and case management.
- Work flexible hours including some assigned evenings and weekends, outside of typical work schedule.
- Make presentations to children, adolescent youth, adults, and caregivers.
- Communicate effectively both in oral and written form; read, understand, and follow instructions.
- Organize and prioritize work.
- Work independently and make decisions within the framework of established guidelines.
- Adapt to changing conditions as needs dictate.
- Respond quickly to emergency situations, for example social and emotional support for staff and students.
- Establish and maintain effective inter-personal relationships with staff, families, community agencies and volunteers;
- Maintain accurate records and reports.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff, students and community.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on a stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PROGRAM SPECIALIST

- equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California Class C Driver's License with proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: H

Approval Date: August 15, 2025