

EDUCATIONAL PROGRAM SPECIALIST

JOB SUMMARY

Under general direction, designs and develops programs, plans and coordinates program services, trains and evaluates school-aged child development programs.

DISTINGUISHING CHARACTERISTICS

The Educational Program Specialist is distinguished from other classified Educational Services management classifications such that the incumbent is responsible for the design, development, oversight of the program implementation, and evaluation of an Educational Services program, and training employees district-wide. Whereas, the Supervisor, Educational Services is responsible for assisting in the administration of a District-wide multi-site program, providing educational and recreational activities for school-aged children from preschool through 8th grade.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class receive supervision and report directly to an assigned Educational Services Director or other assigned administrator. Job incumbents provide direction to and supervise lower level program and site based management staff and other assigned personnel supporting the program.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Designs, develops, and implements instructional strategies programs for school-aged children pre-K through 8th grade;
- Communicates the program's vision to educators, administrators and other employees;
- Coordinates and oversees District-wide implementation of the vision;
- Organizes and coordinates District's employees program trainings;
- Trains and provides mentorship based on a specialized educational program;
- Tracks program's information, monitors program progress, and evaluates program's effectiveness for reporting purposes, including financial information, child participation levels, and needs assessment;
- Develops, coordinates, and implements marketing plans to ensure program success;
- Confers with Director, Educational Services, or other assigned administrator, and other District's employees on program information;
- Advises District's employees on program information;
- Ensures program compliance according to pertinent laws, regulations, policies and procedures and contractual agreements;
- Searches and applies for applicable educational program funding and grants;
- Supervises and evaluates assigned staff in the organization and development of academic and enrichment experiences for children pre-K through 8th grade including special classes and events, cultural enrichment and recreational opportunities;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: A bachelor's degree in Early Childhood, Child Development, Education, Liberal Arts, or a field related to the knowledge and abilities requirements of this classification from an institute of higher learning recognized by the Council of Higher Education Accreditation. A master's degree in a field related to the knowledge and abilities requirements of this classification is desirable.

Experience: Five years of experience designing, coordinating and overseeing the implementation of an educationally-related program for preschool through 8th grade school-aged children, including two years of experience evaluating the effectiveness of the program and training staff on program implementation.

Special Information: Some positions in this classification may require specialized training related to child development programs, such as Reggio-inspired early learning program approach and emergent curriculum. Verifiable documentations of the specialized training and experience are required.

Knowledge of:

- Early childhood education and assessment tools;
- Specialized current instructional strategies, learning, and program for school-aged children;
- Principles, practices, methods, and techniques of grant writing;
- Principles, methods, and practices of budget and educational program funding;
- Office computer software programs; practices and procedures of record keeping;
- Principles, practices, and techniques of personnel training.

Ability to:

- Search and obtain applicable grant funding;
- Allocate financial resources;
- Effectively solve problems;
- Use intermediate and advance features and functions of office computer software programs;
- Exercise personal responsibility in seeking learning opportunities that improve capability and grow one's career;
- Advise others, and advance the state of knowledge or practice;
- Self-motivate;
- Be creative with instructional design and improvement for school-aged children;
- Effectively communicate both orally and in writing;
- Effectively train a group of audience in instructional strategies;
- Effectively influence others' positions;
- Effectively supervise subordinate staff;
- Effectively work in a team environment; provide quality customer service;
- Work within budget and effectively allocate available resources;

- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License: A valid California Driver’s License, and the availability of private transportation or the ability to provide transportation between job sites is required. California Child Development Supervisor’s Permit required at time of hire (as required by program served).

PHYSICAL STANDARDS:

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this management position employees are subject to constant interruption, are often under severe time constraints and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations.

While the noise level in an office environment is usually quiet, a school site environment may be somewhat louder. While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments. The ability to drive a vehicle to make site visitations/attend off-site meetings is required.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, personal contact and formal/informal presentations. Specific vision abilities to read, analyze and review a variety of complex materials are also required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Educational Program Specialist Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	4/21/2014
Revised by the Personnel Commission:	5/18/2015; 12/13/2022