Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Program Specialist SART**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Program Specialist**	Pay Range:	**PS26H**
Prepared/Revised Date:	**November 17, 2025**	Job Code:	**33516**

SUMMARY: Responsible for providing Poudre School District staff and students with comprehensive and research-based sexual violence prevention education and programming through peer education using Sexual Assault Resource Team (SART) programming in collaboration with the Sexual Assault Victim Advocate (SAVA) Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Coordinate peer led presentations on sexual violence prevention education in all of PSD's middle and high schools.
2. Develop and maintain working relationships between PSD students, staff, and community organizations.
3. Organize 15 to 20 community mentors: including facilitating training sessions, scheduling presentations, and volunteer appreciation.
4. Maintain records on mentors, peer educators, disclosures and mandated reports, program participation and community impact.
5. Develop, edit, update, and print peer education presentation and curriculum materials using relevant research and best practices. Maintain school presentation materials.
6. Organize and facilitate separate all-day training sessions for peer educators. Coordinate additional educational opportunities for peer educators including survivor panels and parent presentations.
7. Support SAVA's prevention programming within the school district and the community.
8. Assist with researching, reviewing and writing grants.
9. Provide program evaluation, administer peer evaluation measures, review program evaluation tools and methods, compile and assess data. Present data at the end of each semester to SAVA and PSD including peer educators.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Social Work, Psychology, Education, or related field or 4+ years of equivalent experience required
- At least one year of related experience in professional field
- Experience working with adolescents

- Experience with group facilitation, public speaking, and developing and delivering presentations
- Demonstrated knowledge of, and professional experience related to Title IX preferred
- Experience responding to issues of sexual misconduct or gender-based discrimination and providing support to victims/survivors preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Sexual violence advocacy training (40 hours) will be provided upon hire
- Valid US driver's license and access to reliable transportation

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Interpersonal relations skills
- Oral and written communication skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to schedule multiple events between several channels, and remain highly organized
- Ability to pay attention to detail and edit curriculum
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to lead various evening trainings or events
- Knowledge of basic advocacy skills
- Knowledge of sexual violence, intersectionality, and cultural roots of sexual violence preferred at hire
- Basic knowledge of Title IX preferred
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Senior Executive Director of Student Services	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for overseeing the screening and training of volunteers; assist with planning, assigning, and directing work for interns and volunteers; assist with addressing complaints and resolving problems with students, interns and/or volunteers
- Responsible for occasionally supervising the behavior and well-being of students in the classroom and during all-day trainings

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute	X			
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	

VISION DEMANDS:	Required
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	