

**PROGRAM SPECIALIST III
(SPECIAL PROJECTS)****DEFINITION:**

Under the direction of the Director or designee, serves as the administrator for Special Projects, including supervision of federally funded and state-funded consolidated programs, grant programs, and school recognition programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the district's School Coordinated Programs, including: providing training and information regarding Single Plan for Student Achievement (SPSA) to all schools; reviewing the schools' plans for quality and compliance issues and focus on equitable academic achievement of student racial/ethnic and socioeconomic subgroups; make site visitations; assist with operational and community issues; present reports to the Superintendent and School Board.
- Responsible for NCLB regulation, such as the Local Education Agency (LEA) Plan, and serve as the liaison for services provided to the private schools.
- Complete required documentation as mandated by the State and Federal requirements in the areas including but not limited to: School Library Improvement Block (SLIB); Title I, Title II, Title IV, Title V, and GATE.
- Monitor Program Improvement Activities for Title I schools that have failed to meet adequate yearly progress for two consecutive years.
- Design/maintain a budget accounting procedure that affects the monitoring of purchases (monthly transaction registers), line-item accounts, budget balances, and carry-over funds for each school's budget; complete required financial data and monitor all categorical expenditures.
- Organize and administer the centralized financial management of district-wide categorical programs as well as complete the Consolidated Application for Specially Funded programs and Application for Planning Grants.
- Assist other program administrators in meeting District and state compliance mandates.
- Assure implementation of District and State policies affecting the implementation and compliance of programs assigned; organize and collect the data for reporting for all programs as required; Coordinate District's Categorical Program Monitoring process.
- Provide staff development regarding categorical programs in which elementary/secondary administrators and teachers participate; develop staff development summer brochure; coordinate staff development days attendance monitoring.
- Provide grant writing support to schools.
- Attend all Teacher of the Year selection meetings and represent District at required OCDE meetings for Program Directors; facilitate school recognition programs and awards, such as, California Distinguished School and Blue Ribbon School.
- Provide leadership in assigned curricular areas; coordinate K-12 textbook adoptions and implementations; assist in working with Curriculum Specialists and teacher leaders to develop professional development activities and support materials.
- Prepare and recommend Board Agenda and update items for areas of responsibility to the Superintendent.
- Attend all District organizational meetings and prepare reports when requested by the Superintendent, Assistant Superintendent, or Director.
- Provide consultation on the K-12 GATE identification process.
- Supervise the Field Study program.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

State and Federal categorical programs; Grant development and coordination; State and Federal school recognition programs; Adult Education; Vocational/occupational programs; accessing research/program information.

Ability to:

Plan, organize and direct complex State and Federal categorical programs; conduct training/informational workshops; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above; two years of supervisory or administrative experience desirable.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California teaching credential; valid California administrative credential; and valid California Driver's License.

Board Approved: July 8, 2008
Revised: May 3, 2011