

**PROGRAM SPECIALIST II
(Language Arts)****DEFINITION:**

Under the direction of the Director of Elementary Education, assist in coordinating the K-6 language arts program, including intervention and enrichment programs, a technology based assessment system, and related staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Language Arts Coordinator in meeting District-wide language arts goals and objectives; recommend and assist in the creation of District-wide language arts goals and objectives.
- Assist in the development of language curricula and instructional activities and strategies; maintain awareness of new developments in language arts; assist in direct communication about language arts with administrators, parents, and the Board of Education.
- Assist in the development, selection, and procurement of instructional materials and equipment and assist in evaluating language arts curricula and instructional programs.
- Plan, coordinate and implement staff development in language arts; design and deliver professional training seminars and workshops in language arts for teachers, administrators, and/or parents when appropriate; promote staff development by preparing program materials, including fliers, agendas, pamphlets, and brochures.
- Assist in the development, implementation, and coordination of a technology based assessment system.
- Initiate Federal, State, and private grants relative to language arts; monitor program compliance with laws and regulations; complete required documentation for grants; monitor budgets for specific grants and curriculum development and staff development projects.
- Assist in the development and coordination of interventions and enrichment programs in the area of K-6 language arts.
- Establish and maintain District language arts reports and other records as required.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Current research principles and practices in language arts; staff development techniques and principles; basic budget preparation and control, grant development and coordination.

Ability to:

Write grants; coordinate, direct and implement instructional programs; create instructional materials; direct staff development; communicate effectively, both orally and in writing; establish and maintain effective working relationships; provide effective presentations, and evaluate instructional programs.

Experience:

Three years of successful teaching experience in the field of language arts; experience in language arts curriculum development and staff development presentations desirable.

Education:

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

Physical Performance Requirements:

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

Licenses/Credentials

Valid California teaching credential, Administrative credential, and possession of a valid California driver's license.

Board Approved: July 11, 2000

Revised: October 8, 2002

Revised: October 11, 2005

Revised: July 25, 2006

Revised: May 3, 2011