

**PROGRAM SPECIALIST II  
(PUPIL SERVICES – INTERVENTION)****DEFINITION:**

Under the direction of the Director, Pupil Services, assist in the planning, organization, development of intervention services to at risk students, and provide intervention and guidance services to students in the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate and facilitate Section 504 services to students.
- Serve as liaison with County offices for McKinney-Vento and Foster Youth students.
- Initiate and administer Federal, State, and private grants related to McKinney-Vento youth and Intervention Services. Complete required documentation for grant applications and evaluation; maintain budget accounting procedures to monitor expenditures applicable to grants.
- May provide identification and referral services for students having emotional, health, and/or behavioral problems; participate in student study team and 504 meetings for Elementary students.
- Assist school sites with troubleshooting student behavior issues with K-12 students.
- Assist with District School Attendance Review Board (SARB).
- Assist with crisis intervention.
- Provide liaison services between colleges, local businesses, counseling and community service agencies, school sites and the District to coordinate services provided to students and parents.
- Participate in professional development opportunities in order to continually upgrade skills and knowledge of relevant programs, college requirements, State and Federal grant requirements, and financial aid requirements.
- Evaluate, on a continuous basis, the guidance programs being delivered to the students in grades 7 – 12 and make or suggest modifications to the program so as to improve the services being provided.
- Collaborate with School Guidance Specialists to create programs and written materials regarding colleges, scholarships, financial aid, and educational and vocational guidance and information for dissemination to students and parents. Centralize and unify the various publications eliminating duplication of efforts.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

California Education Code and Federal law related to Section 504, McKinney-Vento and Foster Youth, Guidance and Counseling programs; Crisis Intervention techniques; K-12 education and District level issues.

**Ability to:**

Plan, organize and coordinate complex programs of special services; coordinate guidance intervention programs; prepare and present information in small and large group settings; 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; establish and maintain records; establish and maintain effective working relationships.

Program Specialist II (Pupil Services – Intervention)

Page Two

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 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 generally be of less than twenty pounds.

Licenses/Credentials:

Valid California credential authorizing service in one of the following areas: teaching, pupil personnel services, child welfare and attendance, social work, clinical or rehabilitative services, and must possess an administrative credential and a valid California driver's license.

Board Approved: May 13, 2014

Revised: December 1, 2015

Board Approved: December 10, 2015

Revised: January 7, 2016

Board Approved: January 21, 2016