

TITLE: PROGRAM SPECIALIST

QUALIFICATIONS:

1. California teaching credential
2. Three years classroom experience
3. Teaching skill and knowledge in area of specific need, including bilingual where needed and applicable

REPORTS TO: Principal

SUPERVISES: Staff as assigned

JOB GOAL: To facilitate the coordination of the specially funded programs at the school site; to assist school staff in implementing instruction which will provide each child in the district with educational opportunities of consistently high standard in line with district's program of instruction

PERFORMANCE RESPONSIBILITIES:

1. Provides resource assistance and information to school staff on specific content as assigned
2. Acts as resource and assists school staff in selection of appropriate supplementary textbooks and other instructional materials
3. Acts as resource for planning instructional inservice for school staff and district and provides leadership and/or assistance in its implementation
4. Assists staff in developing, writing, implementing and evaluating of the school plan
5. Serves on site, district and other appropriate committees and performs related tasks
6. May be required to be skilled in specialized instructional area; i.e., reading, math, bilingual, social studies, etc.
7. Maintains necessary budgets, records and files
10. Performs other duties and responsibilities as required by the principal in order to accomplish the goals and objectives of the school

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable