

Sacramento County Office of Education Job Description

CLASSIFICATION TITLE: Program Specialist, Sly Park

Definition

Under supervision, provides support and guidance to Sly Park program staff in the areas of curriculum, instruction, educational assessment, and outdoor education systems to enhance student learning in a residential environmental school setting. Assists in the development and implementation of experiential learning opportunities, professional learning, and program enhancements. Supports outreach efforts, partnerships, and resource development to expand access and improve program effectiveness. Performs related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

None; however, trains and assigns work to instructional support staff and provides input into the performance evaluation process.

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program Support

- Provides guidance and technical assistance in the ongoing development, evaluation, and coordination of Sly Park program curriculum and instructional resources;
- Coordinates services and collaborates with district and external partners;
- Provides leadership in the coordination and instruction of Sly Park Day Groups;
- Facilitates daily instructional activities that are not delivered by Sly Park teachers;
- Provides direct instruction to students as needed;
- Ensures student access to core curricular materials and instructional supports;
- Develops, implements, and maintains online instructional tools and resources for Visiting Teachers, chaperones, students, and parents on the Sly Park website;
- Evaluates program effectiveness and ensures implementation of current educational practices;
- Researches, implements, and integrates innovative outdoor education curriculum and activities, incorporating emerging technologies and advancements in environmental science;
- Coordinates services for the River Bend outdoor education program;
- Develops and disseminates instructional resources and school-based outdoor education activities for implementation at regional school sites;
- Develops and implements assessments to support students in demonstrating their understanding of academic science concepts and vocabulary;

Professional Development and Coaching

- Plans, develops, facilitates, and assesses professional learning for instructional staff to ensure the implementation and alignment of the Next Generation Science Standards (NGSS);
- Collaborates with instructional staff to identify professional learning needs and instructional priorities;
- Provides coaching and ongoing support to ensure the implementation of effective instructional strategies;
- Supports the use of student data to guide instructional decision-making and improve student outcomes.
- Demonstrates and models effective teaching practices to enhance instructional quality.
- Assists in identifying and implementing instructional strategies to support English language learners;

Interpersonal Relations and Communications

- Promotes Sly Park and engages in outreach and recruitment efforts to increase access for all students and schools;
- Identifies and establishes partnerships with organizations and businesses to support and enhance Sly Park's educational programs and outdoor learning experiences;
- Develops and leads virtual and in-person informational sessions for attending schools;
- Identifies and implements effective strategies to integrate Social Emotional Learning (SEL) into the Sly Park student experience;
- Serves as a liaison between programs, school sites, and community organizations to support collaboration and program effectiveness;
- Establishes and maintains effective communication and collaborative relationships with staff, administration, and external partners;

Minimum Qualifications

Education, Training, and Experience

- Possession of a valid California Single Subject or Multiple Subject teaching credential authorizing instruction in introductory science;
- Appropriate certification for serving English language learners;
- Minimum of three years of experience in outdoor science education programs;
- Advanced degree or administrative credential preferred.

Knowledge of:

- California Next Generation Science Standards and curriculum frameworks;
- Effective outdoor environmental education instructional strategies and methodologies;
- Principles and techniques of individualized instruction and behavioral management;
- SEL Guiding Principles and trauma informed practices;
- Child and adult learning theory;
- Principles of professional learning and training;
- Effective teaching strategies, assessment tools, classroom management systems and data-based decision making;
- Research-based curriculum and professional learning to support continuous academic progress;
- Interdisciplinary approaches to teaching;
- Current trends in educational methods to support students;
- Effective communication and collaboration methods and strategies;
- Effective strategies for establishing and maintaining positive relationships;
- Interpersonal skills using tact, patience and courtesy;
- Procedures, methods, and techniques of project and workflow management and organization;
- Standard software applications including video-conferencing platforms.

Skill and Ability to:

- Plan and implement effective professional learning activities, including the modeling and coaching of instructional strategies to enhance outdoor science education programs;
- Establish and maintain positive working relationships with individuals and groups from diverse backgrounds;
- Develop measurable goals and objectives and evaluate progress toward achievement;
- Demonstrate cultural competence and sensitivity to individuals across a variety of backgrounds;
- Communicate effectively in both oral and written forms with diverse groups;
- Effectively transmit knowledge and skills to others;
- Analyze instructional practices and develop an effective course of action to improve program outcomes and student achievement;
- Assess program needs, develop training materials, and deliver professional learning to educators in different content areas to support student needs;

- Consider and analyze data and take appropriate action;
- Effectively prioritize workload and manage multiple projects simultaneously;
- Establish and meet schedules and timelines;
- Analyze situations accurately and adopt or recommend effective courses of action;
- Operate standard office equipment and use standard software and video-conferencing platforms.

Other Characteristics:

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate

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