

Sacramento County Office of Education Job Description

Classification Title: Program Specialist, Student Programs

DEFINITION

Under supervision, provides support and guidance to teachers in the areas of curriculum, instruction, educational assessment and classroom systems for alternative education programs including juvenile court, community school, CARE and independent study and senior extension programs. As an instructional leader, ensures the use of evidence-based teaching strategies by providing support, training, coaching and feedback to program staff. 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

Assists in ongoing development and evaluation of alternative education program curriculum; provides outreach to and coordinates services with district and other agency partners; promotes programs to district school site administrators and engages in student recruitment; coordinates curricular resources, evaluates effectiveness of alternative education programs; ensures access to core curriculum materials for program students; oversees both formative and summative academic assessment procedures to monitor student progress and rates of student achievement; oversees implementation of intervention instruction and curriculum with an emphasis on direct instruction in the areas of English / Language Arts and Mathematics for students performing below grade level; maintains a case-load of independent study students across program sites.

Professional Development / Coaching

Develops, delivers and assesses the effectiveness of professional development for instructional staff; collaborates with instructional staff to identify professional learning needs necessary to support established standards and adopted materials; provides ongoing coaching and support as needed to ensure the implementation of preferred instructional practices; provides training and support in the use of student data for instructional decision making, which includes the use of evidence based instructional practices and strategies to achieve high rates of student growth and achievement.

Interpersonal Relations/Communications

Establishes and maintains effective communication and cooperative working relationships with staff, administration and other public agencies; serves as a resource/liaison with other agencies, community services and organizations; maintains effective and timely written and oral communications.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on completion of a Bachelor's degree and student teaching program; appropriate certification for teaching English language learners; evidence of subject matter knowledge in secondary core subjects; minimum of three years of experience in alternative education programs; advanced degree or administrative credential preferred.

Knowledge of:

Principles and techniques of individualized instruction and behavioral management; effective teaching strategies, classroom management systems and data-based decision making; research-based curriculum and professional learning; interdisciplinary approaches to teaching; Framework and State standards in content areas; current trends in educational methods for at-risk youth.

Skill and Ability to:

Establish and maintain a program of instruction and learning for alternative education programs; provide support in curriculum and professional learning; develop and maintain effective working relationships with individuals and groups; communicate effectively in both oral and written forms; consider and analyze data and alternatives and take appropriate action.

Other Characteristics

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments (mileage reimbursed).

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