

Sacramento County Office of Education Job Description

Classification Title: After School Specialist, Regional Lead

DEFINITION

Under general direction, serves as an after school specialist and regional lead and coordinates appropriate technical assistance, professional development and monitoring support services to programs, schools and districts. Performs other related duties.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

SUPERVISION OVER

Technical and clerical personnel.

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.)

Works with participating grantees, districts, before and after school programs, school sites, and community partners to support after school program improvement; develops, facilitates, and provides professional development; provides technical assistance in the design, implementation and evaluation of research-based quality after school programs; monitors the progress of these programs; provides regional support and expertise to assist other county offices in the region to develop the after school programs in their counties; participates in statewide committees and develops and writes state reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential; successful K-12 teaching experience; successful experience in supporting and providing after school programs; experience in developing curricular materials and professional development activities in after school programs.

Knowledge of:

Characteristics of quality K-12 before and after school programs; after school technical assistance needs; strategies for identifying and supporting research-based practices; professional development strategies; local, state and federal programs related to after school programs.

Skill and Ability to:

Identify and support long-term program evaluation and fiscal after-school program sustainability; identify and disseminate standards-aligned curriculum; coach and mentor after school programs; plan, coordinate and manage professional development activities; develop and implement regional communications systems and develop partnerships; manage the work, set priorities, and evaluate progress toward outcomes; communicate effectively in both oral and written forms; facilitate committees; interpersonal skills necessary to work cooperatively and effectively with clients and staff.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.