

Program Specialist I – College & Career Readiness

Purpose Statement

The job of Program Specialist I – College & Career Readiness is done for the purpose/s of coordinating assigned program components and related activities by serving as a liaison with educational partners, administrators, teachers and support staff; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: This is a Classified position. This job reports to Assigned Administrator.

Essential Functions

Assists with personnel functions (e.g. participates in selection and training of assigned staff, orientating and coaching new staff, input into employee evaluations, etc.) for the purpose of enhancing productivity of personnel and ensuring that objectives of the program are achieved within budget.

Collaborates with county office personnel and external agencies for the purpose of implementing and maintaining services and/or programs within established guidelines.

Coordinates contracted services, program components, support needs and material for the purpose of delivering services in compliance with established guidelines.

Develops proposals, new programs, budget and grants for the purpose of maintaining compliance, meeting regulatory compliance and YCOE goals.

Evaluates programs and/or projects (e.g. career pathway programs, countywide support for Career Technical Education (CTE), work-based learning initiatives, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.

Facilitates meetings, processes, etc. (e.g. trainings, steering committees, etc.) for the purpose of implementing and maintaining programs and services which achieve the county office's desired objectives.

Implements assigned programs and/or projects for the purpose of conforming to county, district and state curriculum and/or instructional objectives.

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors assigned activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Prepares a wide variety of written materials (e.g. reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: as defined by designated program area.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Approval Date

Salary Grade

Exempt

6/12/2019

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