



REVISED:  
07/12/2004

JOB TITLE:	SPECIALIST I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II/IV GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4180
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to district and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity; provides inservice as assigned; surveys systemwide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the district's priorities and needs and in developing, reviewing and revising program or activity as assigned
Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
Supervises and directs the work of committees and task forces as assigned
Works cooperatively with the designated coordinator and staff development personnel to provide inservice training in area of assignment
Works closely with district and school staff to obtain information regarding the effectiveness of assigned programs or activities
Provides technical assistance to district and school staff in the areas of assignment
Assure compliance with local, state and federal regulations and procedures related to area of assignment
Assures compliance with Board Goals and Administrative Objectives related to area of assignment
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years successful experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Certification/licensure in area of assignment where applicable