



REVISED:
07/12/2004

JOB TITLE:	PROGRAM SPECIALIST IV
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	I I, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8262
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides technical assistance to district and school instructional staff in the areas of assignment involving the development, monitoring and implementation of assigned program or activity. Provides inservice as assigned. Survey system-wide needs in areas of assignment and determine effectiveness.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works closely with program personnel in developing and implementing educational programs and support services
Provides training and supervision for program staff
Oversees and directs the work of committees and task forces, as assigned
Meets with program staff regularly to monitor effectiveness of services
Maintains accurate records on the program and provides data and reports to appropriate personnel
Evaluates effectiveness of assigned programs or activities
Assists supervisor in short-range and long-range planning as assigned
Assures compliance with local, state and federal regulations and procedures related to area of assignment
Implements functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others
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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's degree in area of responsibilities
Four(4) years experience in area of assignment
One(1) year successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.