



**PROGRAM SPECIALIST - SCHOOL COMMUNITY PARTNERSHIPS
(New Teacher Support Programs)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Program Coordinator

ESSENTIAL FUNCTIONS:

1. The Program Specialist – School Community Partnerships for New Teacher Support Programs will implement all aspects of the program according to the plan submitted to the State of California under the direction of the Program Coordinator.
2. Implementation of all components of the program.
3. Serve as a contact for districts participating in the program.
4. Participate in statewide, regional and local activities required of the program.
5. Participate in appropriate trainings and serve as a trainer for districts participating in program.
6. Schedule and facilitates professional development activities specified in the program plan.
7. Keep accurate records of work completed by program participants.
8. Work with districts and site personnel to monitor work and assess needs of program participants.
9. Support program evaluation and reporting.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of the fundamental principles of quality professional development, effective teaching, and curriculum development.
2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum and instruction.
4. Knowledge of and willingness to stay abreast of effective instructional strategies and materials for special needs students including English language learners and special education.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Professional Qualifications:

7. Proven ability to provide leadership in the development and implementation of quality staff development.
8. Ability to provide leadership in the development and implementation of instructional practices.
9. Proven ability to work effectively with diverse groups and individuals.
10. Ability to effectively structure, organize and systematize tasks and activities.
11. Proven ability to serve students with diverse needs including English language development and special education.
12. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Bachelor's degree or higher from an accredited college or university.
2. Appropriate California Teaching/Services Credential required.
3. Meets NCLB compliance requirements.

B. Experience:

1. Successful teaching experience.
2. Successful experience in coordinating and conducting professional development activities.
3. Experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.
4. Experience in developing and delivering effective instruction for English language learners and special education students.

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8/25/15

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