



# AUBURN UNION SCHOOL DISTRICT

**JOB TITLE:** Program Specialist

**REPORTS TO:** Assistant Superintendent of Educational Services

**DEFINITION:** Under the direction of the Assistant Superintendent of Educational Services, plans and provides appropriate learning experiences for students. Designs and supervises programs in a variety of school-related settings. Monitoring and evaluating outcomes. The Program Specialist will serve as an instructional leader for staff (not supervisory) as they implement instruction to improve student achievement. Performs other duties as assigned.

**Basic Function:**

Under the direction of the Assistant Superintendent of Educational Services, assists in all areas relating to the curricular, instructional, professional learning as assigned; provides support to certificated and classified employees as it pertains to those assigned programs.

**Essential Duties and Responsibilities:**

- Exercise good judgment and appropriate levels of confidentiality. Will work to establish trust with staff.
- Provide leadership, general direction, and support in the development and timely implementation of programs, staff support, and assessment of program effectiveness.
- Analyzes student performance data and works with Educational Services Department staff to develop interventions including summer programs to increase student mastery of standards.
- Develops teacher and parent guides, program documents, and updates district web pages to communicate with teachers and parents about instructional programs.
- Works with Educational Services team to plan and implement professional development through training and coaching for teachers and administrators to: increase their knowledge of instructional strategies and effectively implement best practices; present demonstrations of lessons; use adopted curriculum materials for effective initial instruction; use data from benchmark and curriculum-embedded assessments to improve instruction; and to use common collaboration protocols to analyze data and to improve instruction. Attends and facilitates collaboration day meetings.
- Assist in the development and implementation of program goals, materials, and activities.
- Participate in meetings; remain informed regarding new trends and innovations in the programs area.
- Maintain effective communication with participants in the programs, with the community, and with professional associations related to the programs.
- Coordinate program services to participating certificated and classified personnel.
- Prepare and maintain a variety of records and reports, process forms, related to assigned programs.
- Assist in designing and implementing effective program communication procedures and protocols.
- Provide and participate in in-service education as needed.
- Collaborate with site administrators, program personnel, students, parents, and service providers to enhance assigned district programs.
- Communicate with District personnel to share information, coordinate activities, and resolve issues or concerns.
- Schedule meetings and create agendas; facilitate or chair program leadership meetings.
- Communicate program needs to the Assistant Superintendent.
- Develop and monitor budget recommendations and grant expenditures.
- Operate a variety of office equipment.
- Perform related duties as assigned.

**Knowledge Of:**

- Educational best practices, research, and methodologies.



# AUBURN UNION SCHOOL DISTRICT

- Instructional strategies used in the enhancement of programs.
- Child guidance principles and practices.
- Standardized and performance-based assessment practices.
- District climate and culture.
- Curriculum, goals, and objectives of the District.
- Principles of training and providing direction as needed.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Public speaking techniques.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures, and equipment.

## **Ability To:**

- Provide leadership and support for the implementation, assessment, and evaluation of the District's programs at assigned school sites.
- Provide effective coaching, staff development, and technical feedback.
- Provide coherent demonstration lessons.
- Assist staff in improving instruction techniques.
- Train and provide direction to others as needed.
- Assess school climate and culture as they affect the learning environment.
- Collaborate with administrators, teachers, students, parents, and community members.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain District policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Maintain consistent, punctual, and regular attendance.

## **Physical Ability To:**

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, and to observe students.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lift objects weighing up to 15 pounds.
- Carry objects weighing up to 15 pounds.

## **Education and Experience Required:**

- Bachelor's degree and valid California teaching credential
- A minimum of five (5) years classroom or combination of classroom and other teaching experience. Evaluations show



# AUBURN UNION SCHOOL DISTRICT

that performance meets or exceeds district standards.

## **Requirements for applying:**

- Current knowledge of educational research as it relates to systemic change, professional learning communities, student achievement, assessment, adult learning theory, and educational technology.
- Ability to assess the educational needs of teachers and students and develop strategies to meet their needs.
- Demonstrated ability to solve challenging problems through creativity, innovation, and collaboration.
- Excellent interpersonal skills, be cooperative, congenial, and service-oriented.
- Organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.

## **Working Conditions:**

- Environment: Office and classroom environment