



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Program Specialist, Alternative Education Academic Intervention

Class Code: 1508

Work Days: 220

GENERAL PURPOSE

Provide specialized services in support of academic interventions and supports for the Division of Alternative Education (ACCESS); provide education and training; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Create, develop, and implement training for all Administrative Units (AUs) across ACCESS to support academic intervention programs in Reading and Math.
 3. Provide support to administrators, teachers, and students in the utilization of technology in instruction and learning.
 4. Provide strategies for teaching and remediating our ACCESS students in literacy and math skills.
 5. Works directly with students to instruct and reinforce successful implementation of intervention programs.
 6. Communicate with ACCESS Student Services Administration to enhance the instructional delivery of online reading intervention programs.
 7. Promote academic intervention programs; prepare program events and marketing materials, including flyers and schedules of events.
 8. Attend and participate in professional group meetings; stay abreast of new trends and innovations relevant to K-12 ACCESS students.
 9. Collaborate with other staff related to ACCESS intervention programs.
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10. Assist in the analysis and collection of pertinent data relative to the remediation programs to assist in determining the vitality and effectiveness of the remediation programs for ACCESS to utilize division-wide.
 11. Demonstrate attendance sufficient to complete the duties of the position as required.
 12. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, and activities of the Alternative Education program.
2. Operational characteristics, services, and activities of academic intervention and support programs.
3. Recent developments, current research, and evidence-based practices related to student remediation and intervention services.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present professional development activities/trainings.
6. Provide consultation and technical assistance to school-based leadership teams in the areas of data-driven decision making and progress monitoring.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in an instructional program or related field and three (3) years of experience in education or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing service in a public school program; possession of California EL authorization.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.