



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

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**Program Specialist, Safe from the Start**

**Class Code: 1323  
Work Days: 210**

**GENERAL PURPOSE**

Support the development, implementation, and management of Safe from the Start program activities as well as provide school personnel with training and skills to support early childhood education; serve as a liaison and resource to school districts, community agencies, and the funders of the Safe from the Start Initiative; 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 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. Plan, prioritize, assign, supervise, and review the work of consulting trainers responsible for providing Safe from the Start and other prevention program services within Orange County.
  3. Provide consultation and information to departmental staff, parent and community groups affiliated with Safe from the Start; provide educational presentations on the effect of trauma on the developing child to community groups and/or at conferences.
  4. Attend conferences and departmental meetings as necessary for staff enhancement of professional skills.
  5. Continue professional development related to the release of new research on childhood trauma and best practices in prevention.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

6. Serve as a county representative for Safe from the Start by establishing and maintaining effective working relations with state and local community agencies, and the network of early childhood educators and providers.
7. Maintain records pertaining to program services; compile reports, collect data and statistical information needed for evaluation of program effectiveness and reporting purposes.
8. Develop instructional materials for early childhood and community-based audiences for professional development and outreach.
9. Promote Safe from the Start and other prevention programs; prepare program events and marketing materials including news releases, flyers, pamphlets, brochures, and schedules of events.
10. Coordinate and interface with a community-based advisory board.
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, activities, and guidelines of the Safe from the Start initiative.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Current trends in prevention education, childhood trauma, and brain development in children related to early exposure to trauma and the impact of violence on learning and child development.
4. Basic procedures, methods, and techniques of budget control.
5. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the project.
6. Modern principles and practices of program development, implementation, and adult learning.
7. Parent outreach strategies for multiple and diverse cultural audiences.

#### **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.

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**Ability and Skill to (cont.):**

3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and Communicate clearly and concisely, both orally and in writing, in English.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in related field, and three years of increasingly responsible experience in an educational agency and with a community advisory board.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**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.

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## **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.

8/06, 7/11, 8/17