



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

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**Program Specialist, Alternative Education Student Services**

**Class Code: 1177  
Work Days: 225**

**GENERAL PURPOSE**

Provide specialized services in support of student support services for assigned Alternative Education school sites including the implementation of a Positive Behavior Interventions & Supports (PBIS) school-wide system, and provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff
2. Provide direct supervision over professional, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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. Provide ongoing technical assistance on effective behavior interventions including school-wide, classroom, individual student behavior intervention plans, school improvement, and district improvement.
  3. Provide data analysis to support staff in using school-wide data collection systems (PBIS Assessments).
  4. Assist students, parents, teachers, and other staff in solving school-related problems and coordinating instructional programs between outside agency and school.
  5. Coordinate and implement behavior interventions and supports.
  6. Design and implement staff trainings for teachers and administrators on youth development, school climate, and culture.
  7. Assist with the design, implementation, and evaluation of professional development for teachers and administrators around PBIS.
  8. Assist teachers and other professional staff in the preparation for reviews; participate in program reviews as necessary.
  9. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
  10. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

11. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
12. Attend conferences and departmental meetings as necessary to develop information for enhancement and enrichment of staff.
13. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
14. Respond to difficult questions, inquires, and complaints from parents, students, and teachers.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and impact as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
2. Basic operations, services, and activities of the Alternative Education program.
3. Knowledge of and experience with Juvenile Court Educational systems, facilities, and safety procedures.
4. Instructional methodologies used to teach students with diverse education needs, including behavioral needs.
5. Principles of behavioral management appropriate for students.
6. Procedures and requirements of program assessment and evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. Recent developments, current literature, and sources of information related to special education services, planning, and administration.
9. Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
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.

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

6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. 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 Bachelor's degree from an accredited college or university with major course work in education and three years of educational experience including at least one year of experience working with at risk and/or behaviorally challenged youth.

**Licenses; Certificates; Special Requirements:**

A valid California credential authorizing service in a public school program.

2/98, 8/19