



**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; 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 a training for all Administrative Units (AUs) across the Division of Alternative Education in support of 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 Alternative Education students in literacy and math skills.
 5. Works directly with students to instruct and reinforce successful implementation of intervention programs.
 6. Communicate with Alternative Education Student Services Administration with enhancing the instructional delivery online reading intervention programs.
 7. Promote academic intervention programs; prepare program events and marketing materials including flyers, schedules of events.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Attend and participate in professional group meetings; stay abreast of new trends and innovations relevant to K-12 Alternative Education students.
9. Collaborate with other staff related to Alternative Education intervention programs.
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 Alternative Education 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. Recent developments, current research, and evidenced based practices related to student remediation and intervention services.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. 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 from an accredited college or university with major course work in an instructional program related field, and three years of increasingly responsible experience in education.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing service in a public school program: possession of CLAD/BCLAD Certification or ELD/SDAIE (395) training.

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.

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.

11/2017