



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

Program Specialist, Educational Services

**Class Code: 1534
Work Days: 210**

GENERAL PURPOSE

Provide specialized services in support of an educational program; provide education and training related to the program; establish procedures and protocols under program guidelines; and provide responsible and complex staff assistance as required.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work 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 and objectives; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Provide consultation and information to departmental staff, parent groups, and community groups affiliated with the educational program; provide educational talks on health related issues at community groups or conferences.
 3. Attend conferences and departmental meetings as necessary for staff enhancement and enrichment.
 4. Develop curriculum and educational techniques supplementing the training of educational staff.
 5. Plan and exchange information with other professionals within the educational area; acquire and deliver effective services within the program.
 6. Serve as county representative for educational program.
 7. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 9. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

10. Assist in the coordination of services to be provided by community-based agencies; coordinate training and implementation.
11. Develop recording and documentation systems as needed under contract guidelines.
12. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
13. Promote the educational program; prepare program events and marketing materials including flyers, schedules of events, pamphlets, and brochures.
14. Demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, and activities of educational program.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Current trends in educational area.
5. Basic procedures, methods and techniques of budget control.
6. Recent developments, current literature and sources of information related to program.
7. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the project.
8. Modern principles and practices of program development and implementation.
9. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Translate policies and procedures into practical applications.
2. Oversee various programs.
3. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.

Ability and Skill to (cont.):

9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. 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 in educational program.

Licenses; Certificates; Special Requirements:

A valid California teaching or service credential appropriate to the assignment.

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.

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