Sonoma County Office of Education – Job Description

Certificated Management

Educational Support Services-Program Specialist
Early Learners/Transitional Kindergarten (TK)

Definition:
Assist regional, County Office, district and site staff. Assess, plan, develop, implement and evaluate curriculum and instruction by coordinating capacity development activities with other agencies and facilitating professional learning; developing and coordinating support for classroom and administrative staff in the areas of assessment, instruction, curriculum and student engagement. Assist in identifying, developing and implementing appropriate use of resources for programs, instructional approaches and strategies and perform related duties as assigned.

Distinguishing Characteristics:
● Under the general supervision of a department director, initiates and coordinates activities.
● Contacts with others include peers and supervisors within the department, County Office staff, district and site personnel and the public at meetings, workshops, trainings, presentations, special events and/or conferences.
● Makes recommendations to the budget manager and may manage budgets for short-term and/or special projects.
● Provides a variety of unique instructional services at school sites and in districts throughout the county including direct consultation and assistance to teachers, principals, and district administrators.

Supervision Exercised and Received:
General direction is provided by a Director and/or Deputy Superintendent. This position may supervise a number of credentialed and classified positions.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:
● Provide training and staff development activities in the areas of demand-based curriculum, effective methodology and strategies in the area of instruction and other areas.
● Design and facilitate professional learning for district and site-based teams focused on improving student academic outcomes, student agency, and student engagement as appropriate.
● Plan, organize, coordinate and facilitate professional learning for teachers, support staff, administrators, boards, public and other agencies in the areas of assessment,
instructional strategies, planning for change, and other areas as requested.

- Provide coordination, consultation, technical assistance, and program development in one or more areas of specialty.
- Assist in the implementation of specialized programs, including training, providing technical assistance, completion of state reports, acting as a liaison between districts, the County Office, and the California State Department of Education.
- Conduct classroom observations to assess program needs and make recommendations for instruction and professional learning.
- Maintain confidentiality on job-related matters.
- Write reports and plans related to specialized programs.
- Keep abreast of new developments and research in the specific programmatic areas of focus (such as career technical education/college and career readiness, English Language Development, Transitional Kindergarten/School Readiness, etc.) and keep Educational Support Services current as to these developments.
- Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through a variety of methods, attendance at meetings, and site visitations.
- Participate in the acquisition of grants and other sources of funding for programs and projects, coordinate and participate in writing proposals and agreements; ensure that grants and agreements are properly administered.
- Develop personal goals and objectives that support and are consistent with the goals of Educational Support Services and Sonoma County Office of Education.
- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job-related organizations; serve as a liaison to professional groups.
- Assist local education agencies with technical assistance related to state and federal requirements.
- Creates and produces written materials used for internal and external purposes, including website content, ensuring documents are accessible according to the Americans with Disabilities Act.
- Provide oversight and coordination for Child Care Planning Council.
- Perform related duties as assigned.

**Employment Standards:**

**Knowledge of:**

- Principles, practices, methods, and strategies, applicable to a specific programmatic area of focus such as career technical education, ELD, or Early Childhood Education/Transitional Kindergarten, systematic instruction, curriculum development, and evaluation.
- Adult Learning theory and effective strategies and practices.
- Inter-agency relationships and effective methods of program coordination.
- Program planning and evaluation designs and models.
● Federal, state, and local laws, codes, regulations, and requirements as they relate to the specialized content area(s).
● Current research and methodologies regarding the education of students within the specialized content area(s).
● Program planning issues for the implementation of effective services for the specialized content area(s).
● Current techniques in research and development in field specialty such as Career Technical Education, English Language Development, etc.
● Educational strategies, methods, theories, and trends in assessing and identifying student learning, student engagement, and college/career readiness.

**Ability to:**

● Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials, and resources.
● Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to the audience.
● Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
● Analyze data and situation(s); render judgment, make decisions, and solve problems efficiently and effectively.
● Conceptualize new ideas and approaches, integrate them into a coherent program; initiate cost-effective programs and services.
● Monitor and manage budget(s); anticipate revenue and expenditure needs and changes.
● Plan, organize, and conduct training, in-service, and staff development activities; coordinate curriculum and instruction, projects, conferences, events, and activities.
● Maintain and improve professional skills and knowledge.
● Be flexible and receptive to change.
● Interpret and administer applicable laws, codes, and regulations.

**Desirable Qualifications:**

● Teaching and program planning experience is preferred; particular emphasis will be given to classroom experience and teacher leadership positions held.

**Computer Skills:**

● Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
● Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
● Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
● Basic email skills, including the ability to send and open a file attachment.
• Basic Internet usage including the ability to utilize its resources for instructional purposes, use a search engine, bookmark a site, download a file, copy text, edit bookmarks and observe copyright regulations.

**Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

• Masters Degree from an accredited college or university with an emphasis in education or closely related field preferred.

**Experience:**

• Five (5) years of experience, including experience in staff development and in-service training.

**Credentials:**

• Appropriate valid California Teaching Credential or valid California Pupil Personnel Services Credential and a valid California Administrative Services Credential or enrollment in a credential program leading to administrative certification are required.

**Physical Abilities:**

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

• Positions in this classification work indoors and sit for long periods of time.
• The position requires daily oral communication in person and on the telephone, and frequent written communication.
• Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
• The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
• Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
• Entering data by touch requires the ability to hear computer alarms for errors.
• Forms and copies are color coded, requiring the ability to distinguish among colors.
• Requires visual acuity sufficient to recognize people, words, and numbers.
• May need to occasionally lift up to twenty (20) pounds and in excess of twenty (20) pounds with assistance.
• Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

**Work environment:**

*The following conditions may be present:*

• Walking on uneven ground when outdoors.
• Exposure to student illnesses, injuries, infections and bodily fluids.
• May be exposed to chemicals contained in cleaning products.
● May be required to maneuver into awkward positions.

**Other Requirements:**
● Must be fingerprinted and a satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by the Sonoma County Office of Education, prior to employment.
● Proof of TB test will be required upon employment.
● Proof of COVID-19 vaccinations are required upon employment.
● Must pass a pre-employment physical (if applicable).
● May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
● May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

**Other:**
● Revised: May 12, 2021
● FLSA Status: Exempt
● Bargaining Unit: Management, Unrepresented
● Approved by: Human Resource Services