

## **YOLO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PROGRAM SPECIALIST**

#### **BASIC FUNCTION:**

Under direction of an Assistant Superintendent or Director, and in conjunction with the designated coordinator, provide specialized services and support activities in designated program areas; perform other duties as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Act as a liaison between the school districts, school sites, educational partners, community/business, and government agencies.

Work collaboratively with designated districts, schools, and partners.

Provide periodic reports to districts, schools, and partners.

Facilitate collaborations and program specific meetings.

Provide program services and support activities for clients who could benefit from specialized assistance.

Assist clients in assessments, strategies, defining goals, preparing action plans, and accessing information and resources.

Assist clients to develop training opportunities as well as aid clients in identifying and removing barriers and implement strategies.

Provide coaching and training in specific program area.

Use a computer database system for preparation of documents and record keeping and coordinate database with partners' and Yolo COE system.

Market the specific program opportunities.

Facilitate workshops and activities.

Ensure compliance with laws and grant regulations.

Prepare and maintain client files.

Attend designated specific program meetings and other Yolo COE meetings as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Elementary, secondary, and post-secondary institutions.  
Designated programs. (see attachment of specific specialized skills)  
Facilitation and assessment skills.  
Oral and written communication skills.  
Organizational skills and the ability to multitask.  
Collaboration skills for partnership building.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Interview procedures.  
Operation of a computer and assigned software, including e-mail.  
Filing procedures and records management.

**ABILITY TO:**

Recommend and implement goals, objectives, and practices for providing effective and efficient instructional programs and services.  
Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods, procedures, and techniques.  
Assure County Office and program compliance with laws and regulations.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree or three years of related experience in designated program area; experience/training which demonstrates ability to perform the duties as described.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Reaching overhead, bending at the waist, kneeling or crouching to file materials.

Ability to carry up to 15 pounds.

Ability to travel to multiple sites.

Sit, stand or walk alternately for up to 7 ½ hours per day.