



CERTIFICATED JOB DESCRIPTION

**TEACHER ON SPECIAL ASSIGNMENT –
PROGRAM DEVELOPMENT**

General Definition:

The assignment will develop, plan, organize and coordinate education programs.

Employment Term:

Annual certificated contract days plus 10 extra days

Salary:

Appropriate placement on the certificated salary schedule

Supervision From:

Director of Educational and Pupil Services/Designee

Qualification Requirements:

Education and Experience

- A minimum of five years secondary teaching or counseling experience required.
- Masters Degree in Education from accredited college or university preferred.

Certificates and Licenses

Current valid California teaching credential and/or Pupil Personnel Services credential (school counseling credential). Must possess a valid First Aid Card and CPR certificate. Valid California drivers' license and evidence of insurance, TB, and criminal justice fingerprint clearance.

Other Skills and Abilities

- Knowledge of program policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines
- Excellent organizational, analytical and planning skills.
- Ability to establish and maintain positive working relationships with other employees at all levels.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude.
- Skill in budget preparation and budget management.
- Ability to handle confidential material judiciously.
- Ability to prepare and analyze financial statements and reports.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership in the development of program goals and objectives.
2. Develop, maintain, and oversee recommended program policies.
3. Develop and manage department budgets.
4. Seek out and apply for new or alternative financing sources for education programs.
5. Provide interaction with various local, state and federal agencies and maintain program accountability.
6. Direct programs in line with the strategic plan, including annual plans, budgets, progress, and outcomes.
7. Coordinate staff development.
8. Collaborate with department team members in recruitment, retention, and transition plans.
9. Coordinate department in-service meetings.
10. Coordinate development and evaluation of curriculum and programs within the department.
11. Facilitate agreements and contracts with organizations to offer services as needed.
12. Assure the accurate and timely collection and reporting of data as required.
13. Participate in various meetings, represent and advocate for the program.
14. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
15. Other related duties as assigned.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.