

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED JOB DESCRIPTION

POSITION TITLE: ADULT SCHOOL PROGRAM SPECIALIST

DEFINITION: Under the direction of the Adult School Principal, and in addition to regularly assigned teaching and instructional duties, the Program Specialist is responsible for the operation of a specified program of Pacific Grove Adult Education.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Supervise the program site; rooms, grounds, facilities and maintenance needs.
- Observe and assess effectiveness of staff in coordination with the Adult School Principal.
- Schedule classes and personnel assignments.
- Review, manage, and submit attendance, payroll, budget and account reports as required.
- Plan for student safety and welfare
- Notify the Adult School Principal of proposed staffing needs and changes.
- Oversee the development and delivery of curricula.
- Plan and implement staff development activities
- In coordination with the Adult School Principal, publicize programs and classes according to community needs and school goals
- Recommend to the Adult School Principal, closure of classes which lack sufficient enrollment or do not meet student needs
- Maintain good relationships among personnel
- Seek outside funds and manage funded projects
- Build collaborative relationships with outside agencies and encourage good community relations
- Oversee appropriate budgets, data reporting, program monitoring under the direct and regular supervision of the principal
- Serve on the school leadership team.
- Other duties as assigned.

REQUIREMENTS:

- Expertise in the defined Program subject matter.
- Professional level knowledge of concepts, principles and practices in education.
- Excellent communication skills in working with both adults and students.
- Skill in conflict resolution and problem solving strategies.
- Skill in working effectively with others in a wide variety of situations.
- Skill in budget planning.
- Efficient use of computer, computer programs, and other office equipment.
- Skill in collecting, assembling and analyzing data, preparing reports, and monitoring progress

QUALIFICATIONS:

Knowledge of:

- Current applicable laws, codes, regulations, policies and procedures.

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- Board and District policies, procedures and regulations.
- Principals and practices of supervision and training.
- Modern office methods, practices, and procedures; telephone techniques.
- Proper English usage, spelling, grammar and punctuation; techniques of letter and report writing.
- Program curriculum and development of curriculum.
- Spreadsheet or bookkeeping programs.

Ability to:

- Be an educational leader.
- Effectively direct and supervise personnel.
- Plan, organize, and direct program and program activities
- Follow directions.
- Organize and prioritize work effectively.
- Maintain a variety of routine and complex materials including correspondence, tests, reports, memoranda, lists and documents.
- Make mathematical calculations quickly and accurately.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations.
- Must be able to work well independently and as part of a team.

EDUCATION AND EXPERIENCE:

- Minimum three years successful experience in adult education as a teacher in the program to be coordinated.
- Valid CA Adult Education Designated Subject Teaching Credential in the program to be coordinated.
- Valid CA Administrative Credential, or valid CA Designated Subjects Supervision and Coordination Credential, or Valid CA Supervisory Permit in the program to be coordinated is desired.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.

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- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office and classroom working environment subject to standing for long periods of time, sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable.
- Valid CPR/First Aid Certification is required.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: April 17, 2008