



CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

PROGRAM SPECIALIST

DIRECTLY RESPONSIBLE TO

Assigned District Administrator

PRIMARY FUNCTION

To design, administer and implement education programs and services, for the purpose of addressing barriers to equitable education, in accordance with federal, state and local guidelines and mandates in alignment with district initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Observes, and provide consultation to district administrators and staff on current educational practices, to include review of current data and collaboration on recommendations/plans for next steps at the student, classroom, site and district levels.

Plans programs, coordinates curricular resources, and assists schools in evaluating t0 0 1 3165 Tm0 12 9n1a92

Minimum three years successful experience in relevant educational setting
Demonstrated successful leadership experience in designing and implementing programs to improve outcomes for at-risk or underserved youth.
Administrative Services Credential preferred
K-8 teaching experience preferred

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: