

PROGRAM SPECIALIST

Purpose Statement

The job of Program Specialist was established for the purpose/s of coordinating specific District program(s); researching and acquiring a variety of community resources that meet program goals and objectives; working collaboratively with and facilitating positive relationships with District and/or post-secondary staff, community organizations, students, and/or parents in order to provide for and improve transition to post-secondary educational opportunities in accordance with program goals, objectives, and guidelines.

This job reports to the Director

Essential Functions

- Assists District staff (e.g. administrative personnel, teachers, etc.) for the purpose of locating community resources and developing reference lists of available community resources.
- Attends community functions for the purpose of publicizing support of school programs.
- Collaborates with various groups (e.g. schools, District staff, community and post-secondary organizations, students, parents, etc.) for the purpose of improving the educational experiences of students in Natrona County.
- Composes documents (e.g. correspondence, agenda, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and District personnel, the public, and required state and federal authorities.
- Coordinates educational opportunities using District-level, or other professionally developed modules (e.g. ACE, BOCES, or FRED programs, including post-secondary courses, enrichment activities, etc.) for the purpose of promoting student achievement in accordance with goals and objectives of the program.
- Develops activities for stakeholders (e.g. partner meetings, district staff, students, parents, community, etc.) for the purpose of promoting the mission of the programs.
- Develops written materials (e.g. documents, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Facilitates service changes in partnership (e.g. cohorts, articulation agreements, etc.) for the purpose of developing and promoting organizational goals and objectives.
- Maintains a variety of records (e.g. student, program participation and progress, various budget reports, etc.) for the purpose of providing required information and/or documentation.
- Maintains inventories of supplies and materials for the purpose of ensuring availability of items needed.
- Manages program budget (e.g. accounts payable, accounts receivable, and assisting the auditors, etc.) for the purpose of ensuring compliance with state and federal requirements and meeting the financial goals and objectives of the program.
- Oversees student workers for the purpose of matching with identified activities, developing skills, and ensuring their understanding of established policies and procedures.
- Recruits students for the program in partnership with NCSD, Casper College, and UW (e.g. eligibility requirements, scheduling and registering for classes, etc.) for the purpose of assisting students in meeting high school graduation and college eligibility requirements.
- Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing current and applicable information to students.
- Responds to inquiries from various entities (e.g. community, District, student, parent, etc.) for the purpose of providing information and/or direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; budget management; business phone etiquette; community resources; concepts of grammar and punctuation; successful program development and implementation; and knowledge of specific grant goals and objectives.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; and flexible work schedule.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
Bonded

FLSA Status

Exempt

Approval Date

3/12/2009

Salary Grade

Exempt 65AX

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____