

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
PROGRAM SPECIALIST**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Program Support	A/1/2	Non-exempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Program Specialist is the first level of a three level series. Incumbents are responsible for planning, coordinating, and overseeing child care program activities.</p> <p>Duties may include facilitating activity planning meetings; inventorying and ordering materials and supplies; developing and scheduling daily activities; communicating information to parents through memos and newsletters; mentoring and providing orientations for program staff; and may serve as lead worker assigning and monitoring the work of program staff.</p> <p>Incumbents may act as lead worker for other program staff making work assignments and determining completion of work and provide oversight in the absence of the Program Coordinator.</p> <p>The Program Specialist is distinguished from the Program Coordinator in that the Program Coordinator has supervisory responsibility for site-specific child care programs.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Facilitates planning meetings to develop and schedule daily activities and materials and to organize supplies.	Daily 25%	A/1
Conducts operations, if licensed, in compliance with the Arizona Department of Health Services regulations and adheres to local policy and state/federal requirements.	Daily 25%	A/1
Assigns, monitors, and mentors work of program staff to include providing orientations and, as assigned, may provide oversight in the absence of a Program Coordinator.	Daily 20%	A/1
Communicates information to parents and District staff through newsletters, memos, signs, or verbally.	Daily 15%	A/1
Inventories and orders materials, resources, supplies, and equipment for daily activities and special projects by determining what is needed.	Weekly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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**Training And Experience:**

High School Diploma or GED and one year experience in a childcare setting or, based upon assignment, completion of coursework related to childcare or experience working in a licensed childcare program is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- First aid certification;
- Cardio pulmonary resuscitation (CPR) certification;
- AZ Fingerprint Clearance Card.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Program coordination including lesson planning and behavior management; and
- Program regulations, policies and procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service;
- Problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motion.

Incumbents may be subject to odors, dusts, gases, poor ventilation, workspace restrictions, bodily fluids and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

