

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Student Services Program Specialist

BAND	GRADE	SUBGRADE
A	1	2
DEPARTMENT: Student Services	ACCOUNTABLE TO: Program Coordinator/Program Supervisor, as appropriate	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for coordinating, organizing, and monitoring the program's activity plans. Duties 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 assigning and monitoring the work of program staff</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Program Specialist is the second level of a three level series. The Program Specialist is distinguished from the Club Leader and Senior Instructional Assistant in that the Program Specialist is held responsible for planning and coordinating the program's activities in the absence of the Program Coordinator. The Program Specialist is distinguished from the Program Coordinator in that the Program Coordinator has full supervisory responsibilities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Facilitates planning meetings to develop and schedule daily activities and materials and to organize supplies.	Daily	A1
2.	Assigns, monitors, and mentors work of program staff to include providing orientations.	Daily	A1
3.	Inventories and orders materials, resources, supplies, and equipment for daily activities and special projects by determining what is needed.	Weekly	A1
4.	Communicates information to parents and District staff through newsletters, memos, signs, or verbally.	Daily	A1

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5.	Conducts operations, if licensed, in compliance with the Arizona Department of Health Services regulations and adheres to local policy and state/federal requirements.	Daily	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Planning lessons and activities, as appropriate to program; • Behavior management techniques, as appropriate to program; • Basic mathematics; • Program coordination; • Specific program regulations, policy and procedures.
<p>Skills (position requirements at entry):</p> <p>Skill in:</p> <ul style="list-style-type: none"> • Maintaining supplies and equipment; • Using computer and related software applications; • Solving problems; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
<p>Training and Experience (position requirements at entry):</p> <p><i>For a licensed program:</i> Completion of course work related to childcare, experience working in a licensed childcare program, in addition to a High School Diploma and one year childcare setting experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p> <p><i>For a non-licensed program:</i> Completion of coursework in related field, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>

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Licensing Requirements (position requirements at entry):

- First Aid certification;
- Cardio Pulmonary Resuscitation (CPR) certification.

Physical Requirements:

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

Incumbents may be subjected to body fluids.

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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

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Revised: 6/2004