

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PROGRAM SPECIALIST**

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| <u>DEPARTMENT:</u> | <u>BAND/GRADE/SUBGRADE:</u> | <u>FLSA STATUS:</u> |
| Community Education and Outreach Services | A/1/2 | Non-exempt |

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| <u>CLASS SUMMARY:</u> |
| <p>The Program Specialist is the first level of a three level series. Incumbents are responsible for planning, coordinating, and overseeing out-of-school time 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 out-of-school time programs.</p> |

| <u>ESSENTIAL DUTIES:</u> | <u>PERCENT OF TIME</u> | <u>BAND/ GRADE RATING</u> |
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| 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

Revised by Human Resource Services 07.13.10

