

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Program Specialist I – Schools of Choice/Special Programs
SALARY PLACEMENT:	Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

Under the direction of the Site Principal, provides coordination of the Schools of Choice/Special Programs program; i.e. International Baccalaureate (IB), Spanish Dual Language, Arts Infusion. Serves as a resource to classroom teachers and specialized teachers to make curriculum suggestions, obtain community or district level resources and support; coordinate aligned programs both before, during, and after the instructional day, serve as a liaison to classroom teachers; provides direct instruction/modeling as needed; assists with implementation of teacher training in methodologies and practices, in the area of specialization, assists in the selection of aligned instructional materials, and takes the lead in communicating, marketing, and recruiting students/staff for the specialized program.

SUPERVISOR:

Reports directly to the Site Principal at the school where the program of choice is hosted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists Specialized teachers and classroom teachers in organization and implementation of the program of choice for students.
2. Assists in collecting data and assessing students in regards to the impact of the program.
3. Assists in the development of curriculum aligned to the specialized program, ensures access to aligned curriculum materials at each school site, and coordinates aligned curriculum resources for personnel.
4. Assists the Site Principal in planning budget requirements of the program and in the approval of staff expenditures.
5. In cooperation with the staff training services department, may provide school staff with workshops or in-service courses relating to the program of choice.
6. Assists in the evaluation of classified staff working to support the program of choice if applicable.
7. Assists in maintaining the upgrading resource center to ensure relevant instructional and reference materials are available to students, staff, and parents of all designated schools.
8. Organizes and works with all required community and parent advisory groups.
9. Seeks out partnerships with local, statewide, and national organizations aligned with specialized program.
10. Researches and writes grants aligned with specialized program.
11. Assists school in all aspects of communication, marketing, and student recruitment/enrollment in regards to the specialized program.
12. Coordinates before and after school programs, in conjunction with ELOP, aligned with specialized program.
13. Performs other related tasks and responsibilities as directed, including services related to the program of choice throughout the district.

KNOWLEDGE OF:

- Area of school of choice specialization (IB, Dual Language, Arts, etc.) including curriculum, pedagogy, assessment, and current evidence-based best practices
- State and community resources and organizations aligned with school of choice specialization
- Regular education curriculum and programs
- Best practices for professional development and adult learning
- Improvement Science
- State and Federal Laws and Regulations
- Title I Laws and Regulations
- Interpersonal communication skills and organization skills

ABILITY TO:

- Manage projects through vision, planning, implementation, and on-going assessment and improvement
- Provide professional development and in-service training activities for professionals and parents
- Build strong professional relationships with staff, community, and state partners
- Innovate and focus on continuous improvement
- Willingly work additional hours periodically
- Read, write, and speak Spanish fluently (for Spanish Dual Language Program only)

EDUCATION:

Master's degree from an accredited institution of higher learning aligned and/or or the equivalent experience including training specifically aligned with the school of choice specialization.

EXPERIENCE:

A minimum of three years of practical public-school experience as a teacher or specialist in schools of choice program area.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's license

Valid California Teaching Credential*

Preferred a California Administrative Services Credential

*Emphasis on bilingual education or BCLAD for Spanish Dual Language Programs only.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: June 12, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.