

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: SCHOOL SITE PROGRAM SPECIALIST**

**SALARY: RANGE 34 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction and supervision of an assigned administrator, provide administrative support to the planning, implementation and monitoring of special programs, services and activities; perform a variety of technical duties to facilitate the successful implementation of identified program. Work closely with students, staff, parents, and identified partner organizations to facilitate student recruitment, as well as program development, implementation and growth.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of general clerical duties in support of an assigned school program or office including calendar support to assigned program specialist, typing, filing, duplicating, and distributing materials, purchase orders and work orders.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as primary point of contact for families including, but not limited to, sharing program information, answering program questions, answering telephone calls, and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet, and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents, and the general public.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.

Prepare and maintain logs, files, and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Receive, sort, and distribute communications; prepare and distribute informational packets, bulk mailings, and other communications as directed.

Operate a variety of office equipment including copier, fax machine, computer, and assigned software.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Meet regularly with instructional and support staff to determine the ongoing needs of the program.

Schedule parent meetings.

Assist in monitoring inventory levels of office supplies; assist with ordering, receiving, and maintaining inventory of office supplies.

Attend all school site-specific meetings, presentations and performances as necessary.

Participate in Professional Development opportunities as assigned.

Adhere to District policies and regulations including, but not limited to, Student and Family Privacy Rights, Internet Safety, Freedom of Speech/Expression, Parental Notifications, Mandated Reporter, etc.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ▶ Modern office practices, procedures, and equipment.
- ▶ Business letter and report writing, editing, and proofreading.
- ▶ Data control procedures and data entry operations.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.

**ABILITY TO:**

- ▶ Perform a variety of general clerical duties in support of an assigned school office or program.
- ▶ Answer telephones and greet the public courteously.
- ▶ Learn school and program objectives, policies, procedures, and goals.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Operate a variety of office equipment including a computer and assigned software.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Communicate effectively both orally and in writing.
- ▶ Complete work with many interruptions.
- ▶ Receive, sort and distribute mail.
- ▶ Exhibit sensitivity to cultural and social norms of students and their families.
- ▶ Collaborate and coordinate with multiple schools and agencies.
- ▶ Complete reports using Microsoft Word and Excel and Google Docs and Sheets.
- ▶ Ensure confidentiality of student records.
- ▶ Understand and follow oral and written instructions.
- ▶ Prepare and maintain a variety of records and reports.

- ▶ Maintain records and files.
- ▶ Meet established schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in related field and one year of experience working with school-age students and/or experience in working with college and career oriented student populations. Experience with the specific program being implemented is preferred.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Office environment.
- ▶ Classroom environment.
- ▶ Constant interruptions.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.