



# **RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED**

## **CATEGORICAL PROGRAM SPECIALIST**

### **DEFINITION:**

Under the direction of the , assigned Administrator or Supervisor, provide direct support to the District and schools concerning student achievement on local District and State assessments; assist in the planning, operation, organization, and coordination of a variety of categorical programs; provide technical assistance for State and federal program compliance, reporting and budget support to school sites; organize the distribution and collection of all related program materials, create and maintain databases and all required documentation for State and/or federal program audits; perform other job-related duties as assigned and/or as required.

### **ESSENTIAL DUTIES:**

- Assist in the planning, operation, organization, and coordination of a variety of categorical programs; participate and assist in the development and implementation of objectives, goals, priorities, and policies of categorical programs; review, audit and monitor the development of a variety of technical reports.
- Collaborate with school and administrative personnel to determine and accommodate their needs in the areas related to program compliance, time accounting, reporting, and budget administration or control; compile and analyze State, District, and school-level achievement data related to categorical programs; develop procedures and guidelines to ensure consistency in data reporting and project management.
- Establish and maintain alphabetical, numerical, subject matter, and other classification files and catalogs; prepare a variety of financial records and information.
- Organize and coordinate the preparation of documents and records, including forms, bulletins, questionnaires, contracts, requisitions, and a variety of other material, which may be of a highly technical and/or confidential nature.
- Provide training, modeling, and student learning plan development to new providers to assist students with meeting grade level or other program requirements.
- Operate a computer to input and extract data from automated information management, storage, and retrieval systems
- Prepare and maintain a variety of records and reports related to assigned activities; prepare proposals, charts, presentations, handouts, and other necessary documentation in the coordination of categorical services; prepare detailed and complex spreadsheet reports for specific Federal and State grants and supplemental funds; monitor the integrity of assessment and/or categorical program databases.
- Communicate with community members, administrators, personnel, providers, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Current technology and software applications including Microsoft Excel.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Current office methods, procedures, and equipment, including word processing, data entry, fax operations and copiers.
- Methods used in compiling complex statistical reports.
- Data processing terms, practices, and procedures.
- Logical steps in computer operating systems and record management.
- Troubleshooting techniques and tools.

### ABILITY TO:

- Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.
- Possess excellent organizational skills.
- Operate standard office equipment, including a computer, fax machine, copier, printer, etc.
- Perform complex mathematical calculations with accuracy and speed.
- Establish and maintain cooperative working relationships.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

### EXPERIENCE:

Three years of directly related computer experience. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license. Use of a private vehicle is required.
- Insurability by the District's liability insurance carrier may be required.

## **PREFERRED QUALIFICATIONS:**

Experience networking with personal computers using relational databases is preferred; knowledge of District software and Microsoft Office.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor, fast-paced environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will stand, walk, and sit most of the time but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.
- Will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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