



RIALTO UNIFIED SCHOOL DISTRICT

Program Specialist (Secondary) Job Description

BRIEF DESCRIPTION OF POSITION:

Assists the principal in performing functions which meet the requirements of Specially Funded Programs as set forth in Federal, State and local guidelines as well as the daily operations associated with the school operations.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists the principal in developing and implementing all aspects of the instructional program in accordance with local, state and federal guidelines; and may assist in the general operational duties at the site as directed by the principal;
- Assists the assistant principal with categorical projects and specifically underserved students for goal setting, progress monitoring, and coaching/training for all staff, parents and volunteers as well as needs assessment, budget, development of objectives and implementation and evaluation of the program;
- Assists the assistant principal in preparing for and participating in Federal Program Monitoring;
- Responsible for all Categorical Programs at the site which includes needs assessment, budget, development of objectives, implementation and evaluation of the program;
- Assists principal and teachers in the testing and placement of students in specific program components and monitors the continuous progress of students;
- Assists administration and teachers in testing and placement of students in specific program components (for example: EL students, underserved populations, etc) monitor the continuous progress of project students;
- Frequently meets with teachers, support staff, and other educational personnel to influence, motivate and monitor the effectiveness of categorical programs designed to meet the needs of students;
- Recruits parent/community volunteers and ensures their involvement in committees and school activities and ensures their involvement in project planning;
- Provides effective in-service programs for teachers, instructional assistants, volunteers, and parents;
- Functions as a resource person to the staff;
- Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management and instruction problems, and in the determination of alternative solutions;
- Works with students and families to develop behavioral plans;
- Works directly with EL students to support progress towards re-designation;
- Monitors RFEP students and supports them to maintain progress;
- Gathers required data, prepares accurate reports, and monitors project compliance with all applicable regulations;
- Disseminates information to relevant public entities through planned community relations and outreach programs;
- Coordinates/attends activities of site parent advisory committee, District Advisory Committee meeting, and other related meetings;
- Assists in acquisition of program materials and equipment; and
- Performs other duties as assigned by the principal.

QUALIFICATIONS

Experience and Education:

- Five (5) years' successful experience as a teacher
- Possession of a valid California Teaching credential
- Possession of Master's degree
- Possession of a valid California EL authorization or equivalent.

PHYSICAL CLASS:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Continued on Page -2-

WORK AREA REQUIREMENTS:

Ability to use common school hand tools, computer, telephone, fax, and photocopy machine. Ability to transverse any part of a 10-50 acre campus, construction site, which would include asphalt/concrete, sidewalks, grass areas on playgrounds, dirt, and/or bus areas.

Ability to smell:	Constantly
Ability to touch:	Constantly
Ability to hear:	Constantly
Ability to see:	Constantly
Ability to talk:	Constantly

PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Grasping:	Constantly	Walking:	Constantly
Fingering:	Occasionally	Push/pull:	Occasionally
Keyboarding:	Occasionally, must be literate	Frustration:	Moderate - depends on the time of year
*Driving:	Occasionally	Handling:	Constantly

**Possession of a current California Driver's License, a DMV printout and the ability to be covered by the company auto insurance is required.*

PHYSIOLOGIC FACTORS

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

THIS JOB REQUIRES:

Alertness:	Yes
Attention to detail:	Yes
The use of two hands:	Yes
Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat:	Has own heat and air conditioning controls
Odor:	Smoke or other daily odors
Noise:	Active noise
Humidity:	In an indoor elementary school
Moisture:	In an indoor elementary school
Fluorescent lights:	Yes
Floor may be slippery at times:	Yes
Working in close quarters with others:	Yes, all day long.
Working inside:	75% of the day
Working outside:	25% of the day

Continued on Page -3-

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Yes
Frustration:	Medium
Repetitive tasks:	Yes, all day long
Level of responsibility:	High
Able to work overtime as needed:	High
Dealing with parents/teachers/students/administrators:	Daily
Must keep up with work schedule:	High
Must be able to keep on a stringent time frame:	Yes
Go from one activity to another to another:	Yes
Vary activities:	Yes
Be able to keep the interest of the child:	Yes

PHYSIOLOGIC FACTORS:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

DISTRICT REQUIREMENTS:

Fingerprints on file as required by State Law
 TB Skin Test as required by State Law

cs: 11/9/2022

**AN EQUAL OPPORTUNITY EMPLOYER
 RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**