CHICO UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST, PRIMARY INTERVENTION PROGRAM

DEFINITION
Under direction, to assist in the planning, development and implementation of the policies, regulations, guidelines and procedures pertaining to the District's Primary Intervention Program; to serve as a resource to District personnel and site councils and community members pertaining to the PIP specially funded program; to assist in the development, preparation and distribution of early intervention program information, and remedial instructional materials; to audit, monitor and review the special project budget control procedures and project compliance requirements; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS
This position classification requires subject matter expertise commonly associated with curriculum and instruction knowledge and skills, particularly in the areas of early intervention and mental health issues. Responsible and directly related teaching and instruction experience is required to perform demonstration teaching, assessment, in-service training, and problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. The incumbent meets frequently with school administrators, teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions. This is a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information.

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

EXAMPLES OF DUTIES
• Assists in the planning, organization and coordination of the District's PIP program.
• Aids in the planning, organization and coordination of staff development workshops and a variety of other PIP functions and activities.
• Confers with, counsels and advises administrative and instructional personnel and site councils concerning early intervention functions and activities.
• Serves as a resource pertaining to the organization, development and preparation of PIP school plans.
• Reviews, investigates and offers recommendations pertaining to the requisition and purchase of special project instructional materials and equipment.
• Researches, reviews and seeks out private, State and Federal funding sources.
- Serves on a variety of school and District advisory committees, and community action groups.
• Participates in community and school support groups activities, including organizing and coordinating the activities of volunteer parent groups.
• Plans, organizes and develops specially funded grant proposals.
• Pursues needs assessments and aids in the development of the PIP goals and objectives.
• Assists in the planning, organization and implementation of project evaluation and assessment processes.
• Reviews and analyzes evaluation and assessment documentation and recommends revisions to the project plans.
• Performs a variety of communication and presentation functions to further community understanding of the PIP project purpose, and its interface with the District curriculum and instructional process.
• Serves as the liaison to County, State and Federal agencies responsible for special project guideline and procedure compliance.
• Performs supervisory performance appraisal and evaluation of project personnel, and provides technical evaluation of site certificated and classified personnel participating in the project.
• Works closely with support and ancillary staff members in the conduct of student assessment programs, and in the development instructional materials.

QUALIFICATIONS

Knowledge of:
• Principles, goals and objectives of public education;
• Methods, techniques, procedures and strategies pertaining to the assessment and evaluation of the PIP program;
• Legal mandates, policies, regulations, and operational guidelines pertaining to the specially funded programs and public school administrative processes;
• County, State and Federal special funding sources and the trends pertaining to grant proposal development;
• Research techniques, strategies and procedures.

Ability to:
• Provide specialized resource support in the coordination of creative and innovative PIP programs and projects;
• Analyze, evaluate and assess the PIP program;
• Plan, organize and develop research and survey techniques;
• Plan, organize and participate in the evaluation and assessment of the PIP program;
• Effectively serve as a resource to administrative and instructional personnel and community members concerning early intervention programs;
• Establish and maintain a budget planning and expenditure control procedure;
• Establish and maintain effective organization, community and public relationships;
• Communicate effectively in oral and written English;
• Understand and carry out oral and written directions with minimal supervisory control.
EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**
Three years of experience as a school psychologist, including one year of experience organizing and coordinating early intervention education programs.

**Education:**
Possession of an earned Master of Arts or higher degree from an accredited college or university in psychology, instructional technology, curriculum and instruction, or closely related areas.

CERTIFICATION REQUIREMENT
Possession of a California credential authorizing service as a school psychologist and supervisor of special curriculum and instructional programs.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.