

PROGRAM SPECIALIST-ALTERNATIVE EDUCATION I

BASIC FUNCTION:

Under the direction of the Director of Instruction and Alternative Education, coordinate and provide specialized programs within a classroom or other learning environment for at-risk students; coordinate activities with others to meet the needs of students at risk in areas related to attendance, attitude and achievement.

REPRESENTATIVE DUTIES:

- Coordinate and provide specialized programs within a classroom or other learning environment for at-risk students; participate in the development of curriculum for assigned programs. **E**
- Coordinate the Alternative Education Work Center (AEWC) to provide academically failing students with counseling, career guidance, educational planning and community outreach assistance. **E**
- Coordinate the Redirecting Elemental Conditioning to Approved Practices (RECAP) program and assist students with learning life skills, health, substance abuse awareness and career awareness. **E**
- Coordinate the Avenues to Basic Concepts (ABC) program; conduct group sessions in areas such as motivation, confidence, scholastics and social problem solving. **E**
- Arrange or provide for staff development. **E**
- Contact parents/guardians to resolve attendance, behavior or other problems; schedule conferences and in-services; visit homes as needed. **E**
- Communicate with students, parents, staff and outside organizations to coordinate activities, exchange information, determine needs, and resolve issues or concerns. **E**
- Prepare and maintain a variety of records and reports related to identified students and related activities; operate a computer to maintain related records. **E**
- Prepare program budgets, applications and coordinate grant projects. **E**
- Attend and conduct a variety of meetings as assigned; prepare and present oral reports; facilitate presentations in the community.
- Perform related duties as assigned.

KNOWLEDGE OF:

Individual and group behavior and effects of social and economic forces on individuals. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Principles and techniques of interviewing and recording social case work.

Policies and objectives of assigned programs and activities.

Community resources.

Graduation requirements.

Applicable sections of the Education Code and other applicable rules, regulations and laws.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Oral and written communication skills.

Operation of a computer and other office equipment as assigned.

ABILITY TO:

Coordinate and provide specialized programs including ABC, RECAP, AEWG and other programs for at-risk students.

Listen to students with patience and understanding.

Coordinate activities with others to meet the needs of students.

Communicate effectively both orally and in writing.

Maintain records and prepare reports, grants, budgets and applications.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Prepare and deliver oral presentations and in-services.

Operate a computer and other office equipment as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in a related field and four years experience in related social services work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to observe student behavior.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

1/23/98
SMJUHSD
Range 24