

**SCHOOL DISTRICT OF GADSDEN COUNTY
JOB DESCRIPTION**

PROGRAM SPECIALIST - CHARACTER EDUCATION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of three (3) year experience as a supervisor.
- (3) Minimum of three (3) years of successful work related experiences.
- (4) Computer and software proficient, i.e., Microsoft Excel, Publisher, PowerPoint, Access, etc.
- (5) Community Service and public relations experiences preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to successfully coordinate Character Education activities at different school sites.
 Skills in written and oral communication.
 Skills in planning and organization.
 Ability to interact with a wide variety of individuals, including students, parents, school and district personnel, community agencies and organizations.
 Ability to provide consultation and advice to teachers, parents, principals and district and school staff on the program, including federal and state policies, procedures, rules, regulations and laws.
 Ability to organize and conduct meetings; communicate plans and disseminate precise information and interpret technical issues related to the character education program.
 Ability to maintain confidentiality.
 Ability to collect, analyze and interpret statistical data.
 Ability to prioritize.
 Ability to work under deadline pressures and timely submission of assigned documents, tasks, and other work.
 Knowledge of District and Federal policies and procedures.

REPORTS TO:

Director of the Character Education Initiative

JOB GOAL:

To coordinate and implement activities of the character education initiative in order to enhance the opportunities for student growth and improved student performance.

SUPERVISES:

Not applicable.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits will be paid consistent with the District's approved Administrative/Administrative Support Salary Schedule

EVALUATION:

Performance of this will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Program Specialist – Character Education (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery:**

- * (1) Assist in providing leadership to the Character Education Initiative program, participating school personnel, district staff, parents, and community organizations.
- * (2) Assist in the management of the Character Education Initiative program.
- * (3) Coordinate and plan activities for the Character Education Initiative.
- * (4) Assist in the preparation of the long-range plan for the Character Education Initiative.
- * (5) Assist schools and school personnel in the implementation of the Character Education Initiative.
- * (6) Community, through meetings and written materials, information that will keep school personnel, parents and community organizations informed and up-to-date regarding the Character Education Initiative's policies, procedures, changes and activities.
- * (7) Collect documentation for required program reports.
- * (8) Ensure that the Character Education Initiative meets its program objectives and goals.

Interagency Communication and Delivery:

- * (9) Provide data and appropriate reports to school personnel and community organizations in a timely manner.
- * (10) Meet with school and district personnel, students, parents, and community leaders to share information and address issues.
- * (11) Coordinate with community resources and service agencies as appropriate.
- * (12) Develop and disseminate program information.

Professional Growth and Improvement:

- * (13) Develop and maintain a thorough knowledge of the Character Education Initiative program and any related concepts, laws, research and programs.
- * (14) Demonstrate support for District's goals and priorities.
- * (15) Attend professional development training as needed.

Systemic Function:

- * (16) Prepare documentation for required reports, charts, etc.
- * (17) Keep the Character Education Initiative Director informed about problems, concerns and unusual issues.
- * (18) Provide input to the Character Education Initiative Director in the evaluation of the Character Education Initiative program objectives and goals.
- (19) Perform other duties as assigned/required.

Leadership and Strategic Orientation:

- * (20) Model and maintain high standards of professional conduct.
- * (21) Demonstrate initiative in recognizing needs or potential improvements; be prepared to take appropriate action.
- * (22) Provide leadership to participating school staff and personnel, parents and the community.

*Essential Performance Responsibilities