

**SCHOOL DISTRICT OF GADSDEN COUNTY
JOB DESCRIPTION**

PROGRAM SPECIALIST - CHARACTER EDUCATION

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. WORKSITE SERVICE STANDARDS

- _____ (23) Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

7. STUDENT GROWTH AND ASSESSMENT

- _____ (24) The use of the adopted performance appraisal system for instructional and other employees.
- _____ (25) The accurate and timely filing of all school reports.
- _____ (26) The completion of required professional development services.
- _____ (27) _____
- _____ (28) _____

*Essential Performance Responsibilities