

**Title: Program Specialist, Specialized Programs**

**Qualifications:**

1. Must possess a valid California teaching or PPS credential.
2. Knowledge of research-based strategies to assist at-risk students and improve school climate, including but not limited to PBIS and Restorative Practices.
3. Knowledge of effective strategies in the implementation of case management.
4. Knowledge of specialized programs: Cal SAFE, services for foster youth and homeless youth, Community Day School, Alternative Learning Center, Destination Diploma, continuation and alternative high schools.
5. Knowledge of trauma-informed principles in relation to school climate and culture.
6. Ability to develop and maintain positive rapport with students, parents, staff, and agency partners.
7. Ability to use technology.

**Reports to:** Director, Specialized Programs

**Supervises:** Not Applicable

**Job Goal:** To facilitate the implementation and coordination of programs within the Specialized Programs Department.

**Performance Responsibilities:**

Responsibilities and duties include, but are not limited to:

1. Works with stakeholders to facilitate the continuous planning, development, implementation, and evaluation of the programs within the Specialized Programs Department.
2. Assists in the communication between parents, teachers, students, and administrators regarding program activities.
3. Facilitates participating community agency coordination.
4. Coordinates with service providers to ensure a wide-range of services are available.
5. Maintains thorough records of home visits, student contacts, agency contacts, etc.
6. Maintains necessary data collection.
7. Other duties as assigned.

**Terms of Employment:** 212-day work year, 8-hour work day and 5% stipend. The teacher salary will be determined by placement on the San Bernardino City Unified School District Daily Rate Schedule for Certificated Personnel.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement on Employee Evaluation Procedures (Article XVI).