

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Specialty Programs and Advanced Learning Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9830	WORK YEAR:	12 Months
DEPARTMENT:	Enrollment Center	SALARY:	Range 51 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	5-3-2022
		CABINET APPROVAL:	8-23-2021

BASIC FUNCTION:

Perform diverse, specialized work requiring knowledge of the District’s High School Specialty Program (HSSP), Career Pathway Academies, Open Enrollment, Gifted and Talented Education (GATE), and Special Education and Foster Youth programs. Perform work above average difficulty requiring a high level of initiative, judgment, analytical skills, and organizational ability.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Interface with District departments to research and develop processes and procedures that promote retention of Sacramento City Unified School District (SCUSD) students in advanced learning and specialty programs. **E**

Assist in the development and process of tracking all students within specialty programs looking at enrollment rates, retention and graduation. **E**

Interpret and apply policies and regulations as appropriate and coordinate communications with schools, departments, public, and the media; obtain and provide information; resolve issues and respond to community and parent concerns. **E**

Support Career Technical Education pathway selection process. **E**

Build the pipeline of diverse applicants to Advanced Learning programs with a focus on historically under-represented student groups. **E**

Collaborate with Advanced Learning Department leadership and staff in support of families and students. **E**

Monitor, support, and promote activities of families of Advanced Learner Specialty Programs (K-12) in securing appropriate placement throughout the school year; including, but not limited to: completing mid-year and summer transfers for GATE students into GATE Cohort Schools, at the direction of the GATE Department. **E**

Communicate and collaborate with District administrators, personnel, university partners, outside organizations, and industry partners to coordinate activities, programs promoting Career Pathway Academies, and exchange information; model District standards of ethics and professionalism. **E**

Perform complex salary, budget, and clerical duties involving the development of personnel authorization records and documents for budgetary control purposes of all District-wide programs and positions funded through the Open Enrollment Program; train and provide work directions to school clerical staff. **E**

Maintain daily open enrollment accounting to keep accurate records of enrollment data by school and student for each school year; work directly with school site personnel to process all open enrollment application, and verify for accuracy; communicate with parents to verify student application information. **E**

Coordinate and prepare open enrollment statistical reports by school, student, and grade. **E**

Coordinate the pre-registration process for the HSSP with the District communications and Information Technology Department. **E**

Coordinate and support a variety of Specialty Program and Advanced Learning advisory committees, program evaluation, and additional meetings; travel as needed. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community as related to Enrollment Center. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination equivalent to: associate's degree and minimum of three years of general technical and clerical experience involving public interaction and giving Power Point presentations. K-12 school district work experience and bachelor degree preferred.

LICENSES AND OTHER REQUIREMENTS

Hold a valid California driver's license, and provide proof of insurance. May occasionally work overtime and on weekends. Overall scores in computer software testing programs preferred as follows:

Keyboarding.....50 Correct WPM
 Word.....75% Overall Score
 Excel.....75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of assigned programs and activities.
- Policies, objectives, and terminology of assigned programs.
- Methods and processes of statistical analysis and data reporting.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Operation of computer and related applications, software, and standard office equipment.

ABILITY TO:

- Perform diverse, specialized duties and act as a point of contact for District and community members.
- Prepare and make presentations on applicable content related to this position.
- Work with school and District improvement initiatives that support increased participation in all specialty and advanced learning programs and close the student achievement gaps between racial, ethnic, and economic groups.
- Work independently with little distraction to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Analyze situations, and adopt an effective course of action.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively, both orally and in writing.
- Lift light objects according to safety and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and District standards of professional conduct, as outlined in the Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions, drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit for extended periods of time; bend at the waist, and reach overhead, above shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

(Former Classification: Open Enrollment Technician)