

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: CABINET APPROVAL:	5-3-2022 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), 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; respond to community and parent concerns. E

Support Career Technical Education pathway selection process. E

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 safe(e)-1.7(c)9.e2.6(v) and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and IS.7(c)5(r)6.9(i)-4.6(c)ectandards of professional conduct, as outlined in the Board Policy.

WORKING CONDITIONS:

SA