



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: PROGRAM SPECIALIST

QUALIFICATIONS:

1. Master's Degree or higher with certification in Educational Leadership preferred.
2. Five (5) years of successful classroom teaching experience.
3. A minimum of three (3) years of school-based and/or district-level administrative related experience in public education.
4. Hold or have eligibility for Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Serves as an administrator to provide support for schools as assigned.
2. Plans and coordinates the development, implementation, and execution of sub-programs, special projects, and other initiatives designed to achieve the overall mission, goals, and objectives of the District.
3. Oversees and administers all facets of the day-to-day operations of the various programs and activities related to the position.
4. Serves as a primary liaison with the internal and external constituencies on all matters relating to program activities.
5. Provides and/or coordinates the provision of professional development, technical guidance, consultation, and related support within the area of program focus.
6. Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluations.
7. Supervises and/or leads staff, as assigned.
8. Maintains the security of student achievement data and records.
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Shirley Baker

Reviewed by Dept. of Human Resources

APPROVED OCT 08 2019

Revision Approved: _____
Adopted by Bay District School Board: June 13, 2007

Bay District Schools is an Equal Opportunity Employer