

PROGRAM AND POLICY DEVELOPMENT SPECIALIST

DEFINITION

Performs a variety of duties related to development, preparation, and implementation of the District's educational activities and strategic plan and prepares and presents recommendations regarding educational initiatives.

TYPICAL DUTIES

Conducts studies and prepares reports on educational programs, including budget analysis, financial management, and proposal preparation, database management, spreadsheet analysis, and word processing applications, including PowerPoint presentations.

Assists in the evaluation of proposed legislation, implementation of approved legislation, and recommendations for administrative support in implementing the Superintendent's Strategic Plan.

Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form for senior management, the Superintendent, and the Board of Education.

Evaluates data available on the Decision Support System and writes reports related to educational policies, initiatives, student achievement outcomes, and areas of need.

Assists in the development, preparation, and analysis of proposed, pending, or existing programs that directly relate to the District's Strategic Plan or instruction.

Reviews pertinent existing and proposed city, State, and federal legislation and reports for potential effects on the District's educational programs.

Drafts presentations and speeches to be delivered by senior management.

Conducts meetings and makes oral presentations regarding results of studies.

Consults with District personnel and private and public agencies regarding specific research projects.

Prepares proposals for State and federal funding of projects.

Represents Senior Management in meetings with the Superintendent, administrators, teachers, and representatives from other agencies internally and at community functions.

Provides analysis and recommendations regarding budgetary and management matters.

Plans, coordinates, and supervises projects in a variety of areas supporting the Superintendent's Strategic Plan.

Designs and implements new forms, bulletins, and manuals to coincide with instructional initiatives.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Policy Development Specialist serves as a staff assistant to senior management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

A Program and Policy Development Advisor serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal, policy, and procedural matters.

An Educational Research Analyst performs journey level instructional research work regarding the measurement and evaluation of instructional programs.

SUPERVISION

General direction is received from senior management staff. Supervision may be exercised over lower level technical and/or clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Principles and practices of public administration, particularly as related to organization and management, planning, research, and budget
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to the Districts instructional programs and policies
- The development and implementation of the District's educational initiatives
- Federal and State academic accountability systems
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that determine educational policies and practices
- Research techniques, including business statistical analysis and graphic presentation of data
- Instructional and educational issues
- Research techniques, including graphic presentation of data
- Statistical analyses and various methods of presentation

Ability to:

- Assess the implementation of educational programs, based on District policy and the District's core instructional goals
- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that determine educational policies and practices
- Prepare clear and concise reports
- Communicate effectively orally and in writing
- Work effectively with all levels of District employees and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a degree in education, policy or public administration, school business management, or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of professional administrative experience that included policy analysis, data analysis, training, communications, strategic planning, or report writing; two years must have been in a K-12 environment. A master's or doctoral degree in education, public administration, school business management or a closely related field may be substituted for up to two years of the required experience.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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