

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Program Specialist

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

078	Non instructional Program Development	Determine district non instructional program needs. Develop various non instructional programs as required. Coordinate program activities with appropriate departments and/or external agencies. Includes needs assessment.
079	Non instructional Program Evaluation	Evaluate the effectiveness of non instructional programs. Develop and implement changes as needed.
092	Grants Management	Monitor or review grants/contracts for restricted programs. Administer any policies, procedures, and restrictions imposed by grants/contracts.
094	Grant/Program Reporting	Prepare status and/or final reports for funding agencies.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
338	Expenditure Authorization-Departmental Review	Review requests for expenditures to ensure compliance with budget priorities. Analyze requests and supporting justification and make recommendations.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
090	Application Processing	Complete and process applications or forms for funded programs.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.

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Activity Name (Cont.)

009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Does <u>not</u> include parent liaison.
320A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. or B.S. Degree with three years related experience; or
A.A. Degree with five years related experience; or
High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003