



**RIVERSIDE UNIFIED SCHOOL DISTRICT**

**TITLE: CATEGORICAL PROGRAM SPECIALIST**

**WORK YEAR: Varies**

**REPORTS TO: Principal**

**EDUCATION AND EXPERIENCE:**

- Valid California credential authorizing service as stated or ability to obtain proper credentials

**DESIRED QUALIFICATIONS:**

- Regular classroom teaching experience preferred
- Expertise in the area of School Improvement Programs

**PRIMARY FUNCTION:**

Working under the direction of the building principal, the Categorical Program Specialist will assist in coordinating the implementation of categorical programs with the basic school program within state and federal regulations. In keeping with local school policies and goals, the Categorical Program Specialist will perform categorical program functions (benefits and services to participating students and categorical program management).

**AREAS OF RESPONSIBILITY:**

- Monitoring the School Improvement and Economic Impact Aid budgets, purchasing all materials and equipment related to these projects
- Organizing the writing of the School Wide Plan and overseeing its implementation
- Meeting with staff members regarding instruction and all aspects of the school plan
- Working with the School Site Council chairperson and developing agendas
- Attending district Categorical Program Specialist meetings and other meetings related to School Improvement
- Assisting teachers with instructional elements of their programs
- Compiles information and records of evaluation of product performance, user satisfaction, and economy so as to give advice to users in their selection of materials and equipment

### **Ability to:**

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations