

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Categorical Specialist	Reports To:	Principal
Department:	Special Projects	Classification:	Certificated Non-Management
FLSA:	Non-Exempt	Work Year	Ten (10) Months
		Salary:	Schedule A

I. DESCRIPTION OF POSITION

Under the supervision of the school principal, the categorical specialist assists in the development and implementation of the school's Special Projects instructional programs and budgets.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assists with activities related to planning, implementing, monitoring and evaluating the school's federal and state compensatory education programs.
- B. Assists with analyzing and preparing data reports on the impact of Categorical Programs on student achievement
- C. Assists with the development and coordination of Response to Intervention (RtI).
- D. Work with the coordination and implementation of small group instruction funded by categorical programs.
- E. Assists in selecting educational materials and equipment to be used with students in compensatory education programs.
- F. Plans, organizes and coordinates workshops, in-service training programs, special assemblies and other educational activities related to compensatory education programs.
- G. Assists with the development, review, updating and approval of the School Level Plan.
- H. Assists with the development of reports, plans and proposals related to compensatory education programs.
- I. Works with the principal and members of school councils and committees to prepare the budgets for the compensatory education programs.
- J. Assists with Program Quality and Compliance Reviews, and with the Annual Needs Assessment.
- K. Meets regularly with program personnel in order to disseminate information and address needs.
- L. Works with parents, community members and members of school advisory councils and committees.
- M. Participates and assists in coordination of training and in-service training for school site personnel and parents.
- N. Maintains an accurate inventory of all compensatory education materials and equipment.
- O. Serves as a resource person for the School-Based Coordinated Program and the Schoolwide Project.
- P. Assists in preparing and maintaining records and reports related to the District's program for ELL students.
- Q. Follows a planned professional growth program, participates actively in local, state and national professional education and compensatory education associations, and studies local, state and national guidelines for effective compensatory education services.
- R. Performs related duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid Multiple or Single Subject Teaching Credential authorizing service as teacher.
- B. Masters Degree from an accredited institution of higher learning preferred
- C. Permanent status and a minimum of five years of recent teaching experience three of which should be credentialed
- D. Knowledge of compensatory education programs extremely desirable.
- E. CLAD required
- F. BCLAD preferred

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Mandates, planning, organization and direction of compensatory education programs and activities.
- B. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Plan, organize and administer the compensatory education programs.
- B. Interpret, apply and explain rules, regulations, policies and procedures.
- C. Analyze situations accurately and adopt an effective course of action.
- D. Work cooperatively and effectively with counselors, teachers and administrators.
- E. Prepare comprehensive narrative and statistical reports.
- F. Supervise the performance of assigned staff.
- G. Meet schedules and timelines.
- H. Work independently with minimal direction.
- I. Plan and organize work.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use a computer.

V. WORKING CONDITIONS

Environment:

School site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Dr. Kaye E. Burnside, Ed.D., Superintendent

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.