

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Development Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	District Relations Office	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	058 OTBS
<b>ISSUED:</b>	March 26, 2001		

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**BASIC FUNCTION:**

Conduct research on potential grant/funding sources, reform strategies, and government initiatives; prepare or assist in preparing grant proposals and business plans for assigned programs.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Conduct research on potential grant/funding sources, reform strategies, and government initiatives. **E**

Gather and analyze data and prepare oral and written reports of findings. **E**

Prepare or assist in preparing grant proposals, business plans, and board reports for assigned programs. **E**

Participate in meetings to plan grant proposals, reform strategies, and budgets. **E**

Attend and provide background information at various meetings and planning sessions. **E**

Identify costs and funding sources for grant proposals and reform initiatives. **E**

Prepare spreadsheets and budget narratives for proposals, business plans, and planning meetings. **E**

Draft correspondence and speeches for others; prepare reports and brochures. **E**

Serve on district-wide committees as assigned; represent the department at workshops and conferences. **E**

Make oral presentations to community groups, other government agencies, and site administrators to explain and update planning activities. **E**

Act as liaison to district staff, other school districts, universities, public agencies, and community groups. **E**

Train and direct the work of assigned staff. **E**

Support and participate in the district integration program as appropriate. **E**

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a degree in education, liberal arts, business or public administration, or other appropriate field and three years of recent, related experience, preferably in educational program planning, including preparation of government documents and grant proposals. Graduate level coursework in education in the areas of curriculum or policy studies and statistics and research methods is desired.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Theories and general principles of educational program planning and analysis.

Grant development and funding sources.

Methods of statistical analysis and report writing techniques.

Instructional and/or business practices, trends, district objectives, State and Federal grants, and other programs.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Identify costs and funding sources for grant proposals and reform initiatives.

Develop methods for data collection; gather and organize data.

Maintain statistical records and prepare comprehensive, complex reports.

Independently perform complex research and special assignments.

Conduct meetings; make presentations.

Coordinate schedules and monitor progress of multiple activities.

Prepare oral and written reports and other communications.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, outside agencies, and the public.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.