



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Program Specialist, Academic Events**

**Class Code: 1294  
Work Days: 225**

**GENERAL PURPOSE**

Provide technical, advisory, planning, and consulting services in support of special academic event programs: focus attention on academic excellence in Orange County schools; and to establish procedures and protocol; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over technical and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Plan, implement, and manage academic event competitions including the academic decathlon, academic pentathlon, spelling events, teacher of the year, and others.
  3. Plan, prioritize, assign, supervise and review the work of staff responsible for providing services within the program; prepare work schedules for appropriate staff.
  4. Oversee development and ensure review of study guides, tests, and examinations utilized in competitions.
  5. Organize and facilitate the recruitment and training of volunteers to support programs and activities.
  6. Establish, promote, and maintain public relations with school districts, business sponsors, and community organizations involved with competitions and academic events.
  7. Edit and publish written materials to distribute to volunteers, businesses, community organizations, schools, and supporters of competitions and academic events.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
9. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
10. Develop, review, and modify specifications and program needs for computer scoring software; on line registration and data base management.
11. Select, negotiate, and coordinate facility and site use for competitions and academic events.
12. Develop innovative approaches to raise funds for competitions and academic events.
13. Provide consultation and information to departmental staff, teacher groups, and community groups affiliated with the program; represent the program with community groups or at conferences.
14. Attend conferences and departmental meetings as necessary.
15. Develop curriculum and instructional materials to supplement Academic Events with the assistance of subject area specialists.
16. Assist in the coordination of services to be provided by community-based agencies; coordinate training and implementation.
17. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
18. Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.
19. Demonstrate attendance sufficient to complete the duties of the position as required.
20. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Basic operations, services, and activities of academic contests and events.
3. Basic procedures, methods, and techniques of budget preparation and control with multi-programs and sponsors.
4. Recent developments, current literature, and sources of information related to academic competitions.
5. Network of community-based organizations, educational agencies, sponsors, publishers, and other organizations related to academic events.
6. Test items and distractors.

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**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Methods and approaches to planning academic events and services according to identified needs and requirements of the program.
5. Modern principles and practices of program development and implementation.
6. Evaluation and assessment techniques used in determining proper teaching and coaching methods of academic events.
7. Develop programs in accordance with curriculum frameworks and state content standards.
8. Establish and maintain effective working relationships with various constituencies.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in an instruction related field, and four years of responsible experience in instructional programs.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with variable pressure.

9/04, /9/17