



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Program Specialist SART**
Job Family: **Program Specialist**
Prepared/Revised Date: **May 26, 2017**

FLSA Status: **Non-Exempt**
Pay Range: **PS25H**
Job Code: **33516**

SUMMARY: Responsible for providing Poudre School District staff and students with comprehensive and research based gender violence prevention education and programming through peer education and community partnerships/engagement using Sexual Assault Resource Team (SART) programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Coordinate peer led presentations on gender violence prevention education in all of PSD's middle and high school health classes.	D	15%
2. Develop and maintain working relationships between PSD students, staff and community organizations. Organize 15 to 20 community mentors; including facilitating training sessions, classroom scheduling and volunteer appreciation.	D	15%
3. Advocate for students and parents impacted by gender violence.	D	5%
4. Maintain records on mentors, peer educators, program participation and community impact.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Develop, edit and print peer education presentation and curriculum materials. Maintain in school presentation materials (boxes).	M	5%
7. Provide program evaluation, administer peer evaluation measure, review program evaluation tools and methods, compile and assess data.	Q	5%
8. Research and write grants to secure funds, manage and report program funding.	Q	10%
9. Organize and facilitate separate all-day trainings sessions for peer educators. Coordinate additional educational opportunities for peer educators including survivor panels, parent presentations, presentations at Platte Valley Youth Services, a judicial panel and community engagement.	Q	15%
10. Review and facilitate healthy sexuality curriculum for students with developmental disabilities in PSD's three transition programs.	Q	10%
11. Facilitate advisory board meetings.	Q	2%
12. Organize and supervise Integrated Services presentations on healthy and safe sexuality curriculum in 4 high schools.	Q	8%
13. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Social Work, Psychology, Education, or related field required
- At least one year and up to and including two years of related experience in professional field preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Interpersonal relations skills
- Oral and written communication skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to schedule multiple events between several channels, and remain highly organized
- Ability to pay attention to detail and edit curriculum
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to lead various evenings trainings or events
- Knowledge of basic advocacy skills
- Knowledge of gender violence, privilege, and cultural competency preferred at hire
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word, Excel, Prezi, Publisher, and Outlook preferred

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct reports	

- Responsible for overseeing the screening and training of volunteers; assist with planning, assigning and directing work for interns and volunteers; assist with addressing complaints and resolving problems with students, interns and/or volunteers.
- Responsible for occasionally supervising the behavior and well-being of students in the classroom and during all-day trainings.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute	X			
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	