

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist - PASS AmeriCorps

Purpose Statement

The job of Project Specialist - PASS AmeriCorps is done for the purpose/s of developing program materials and services in areas related to gang and violence preventions for the Promoting Achievement and Student Success (PASS) program directed at targeted school sites throughout the county for students in K-12; providing support and direction to program staff and targeted school administrators; and serving as a key manager for the PASS AmeriCorps Program.

Essential Functions

- Assists in tracking expenditures of grant funds for the purpose of monitoring fund balances and ensuring that expenses are within budget limits and fiscal practices are followed.
- Attends all mandated AmeriCorps statewide meetings and conferences, as well as monthly technical assistance phone conferences for the purpose of communicating with program staff and assuring the implementation of program changes as mandated by AmeriCorps.
- Collaborates with a variety of groups and/or individuals (e.g. targeted school district staff, subject matter experts, etc.) for the purpose of determining and developing needed materials or services for staff in-service trainings and direct services to students of all ability levels.
- Collecting, analyzing and reporting on program data for the purpose of determining the effect of implemented materials and/or services introduced in schools.
- Conducts trainings and in-services for PASS AmeriCorps Program staff on gang and violence prevention services and a variety of related topics (e.g. mentoring, tutoring, advocacy, youth leadership development, community service, field trips, etc.) for the purpose of providing on-going technical assistance with services and materials for PASS AmeriCorps Staff and partnering educators at targeted school districts.
- Develops curriculum/project materials and/or related services (e.g. member recruitment documents, e-Grant program reports, e-Grants recruitment portal, member contractual agreements, member performance review, etc.) for the purpose of providing supporting materials for school system staff in-service training and direct service delivery to students.
- Facilitates and participates in a variety of meetings, workshops and committees (e.g. unit staff meetings, Office of Education meetings, parent meetings, etc.) for the purpose of identifying and developing recommendations, providing training, supporting other staff and maintaining group commitment to project or program goals.
- Performs personnel administrative functions (e.g. training, placement, evaluating, supervising, coaching, enrolling health coverage process, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. mandated funding sources AmeriCorps reports, program application forms, member contractual agreements, promotional documents, interview questionnaires, end of year documents, etc.) for the purpose of documenting activities and issues, providing audit references, meeting compliance requirements, and providing supportive materials for requested actions.

- Researches and prepares grant proposals, contracts and reports for submission to funding agency for the purpose of providing written reference and supporting materials for obtaining funding for services and programs.
- Reviews existing materials and services for the purpose of identifying specific areas of necessary change and opportunities for improvement.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; developing and writing grant proposals; and utilizing group presentation skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: gang and violence prevention and intervention techniques: AmeriCorps principles/provisions; mentoring models; youth leadership development; school culture and policies; principles of supervision; physical and emotional development of adolescents; and mental health issues.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working effectively independently and as part of a team; communicating with diverse groups in a nonjudgmental manner; working flexible hours; displaying patience and a sense of humor; understanding verbal input and responding quickly and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: a bachelor's degree in education, social work, or field closely related to the classification and three (3) years of experience involved in the management of an AmeriCorps program related to gang and youth violence prevention and/or intervention. Experience in the development of at least two successfully funded grant proposal. Experience providing professional training for program staff, and experience with evaluation program effectiveness.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

Personnel Commission Approved: October 19, 2016

Revised: 12/2016