

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, ASSETS

Purpose Statement

The job of Project Specialist, ASSETS is done for the purpose/s of coordinating and providing leadership for the implementation and management of the 21st Century After School Safety and Enrichment for Teens (ASSETS) program and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards of ASSETS.

Essential Functions

- Assists in the development of programs and services for the purpose of improving student outcomes which are linked to the regular instructional day.
- Conducts site visits (e.g. 38 high schools (12 school districts and 5 charter schools), etc.) for the purpose of identifying and responding to technical assistance needs.
- Coordinates with county consortium, district superintendents, site principals, administrators, teacher leaders, and community partners, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services with districts.
- Designs services (e.g. data management, fiscal responsibility, department forecasting, etc.) for the purpose of implementing professional development program activities that address identified training needs.
- Develops plans and data bases for the purpose of ensuring accurate information is reported to the correct entities.
- Maintains a variety of manual and electronic files and/or records (e.g. attendance, surveys, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors professional development services (e.g. consultants course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Oversees management information systems (e.g. City Span Technologies, Data and Evaluation, etc.) for the purpose of ensuring accurate and timely reporting of information.
- Participates in meetings, workshops, trainings, and seminars (e.g. regional meetings with Grantees, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. grant management plans, Memoranda of Agreements, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes documents and materials (e.g. ASSETS grant monies, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

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: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; analyzing data.

KNOWLEDGE is required to perform algebra and/or geometry; 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: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; and conflict resolution; accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; keyboarding; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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 but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. 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 limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects; setting priorities; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact 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 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

California Drivers License

Continuing Educ./Training

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

Personnel Commission Approved: October 19, 2016