

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, PASS**

**Purpose Statement**

The job of Project Specialist, PASS is done for the purpose/s of developing curriculum/project materials and/or services in areas related to gang and violence preventions for the Promoting Achievement and Student Success (PASS) program; and participating in the introduction of services and/or materials into the school system through staff in-service training and direct service delivery to students.

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**Essential Functions**

- Assists staff in performing individual student needs assessments for the purpose of providing direct individualized assistance in identifying and implementing new materials and services.
- Collaborates with a variety of groups and/or individuals (e.g. school district staff, subject matter experts, community agencies, 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.
- Coordinates program components, support needs and materials (e.g. Project AWARE, MANO/MKNO parent education, etc.) for the purpose of delivering services which conform to established guidelines.
- Designs evaluation instruments for the purpose of determining the effect of implemented materials and/or services introduced in schools.
- Develops curriculum/project materials and/or services for the purpose of providing supporting materials for school system staff in-service training and direct service delivery to students.
- Develops training and support materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing a variety of presentation mediums for in-service trainings to individual or groups of teachers, administrators, counselors and other school staff.
- Facilitates and participates in a variety of meetings, workshops and committees (e.g. unit staff meetings, County 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.
- Maintains a variety of written or electronic files and records (e.g. records of student involvement, materials evaluations, observation records, anecdotal records, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Observes staff implementation at schools for the purpose of providing follow-up of in-service training sessions and evaluating the need for additional training and observations.
- Performs personnel administrative functions (e.g. evaluating, supervising, coaching, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.
- Reviews existing materials and services for the purpose of identifying specific areas of necessary change and opportunities for improvement.
- Supports assigned administrator for the purpose of performing research and/or routine administrative functions for special projects as requested.

- Writes and processes grants, 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.

**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; 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: research and evaluation techniques, laws and regulations affecting area of education specialization; principles of supervision; physical and emotional development of adolescents; and mental health issues.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate 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 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 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 75% sitting, 15% 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** Masters degree in job-related area.

Equivalency Education requirement include: a Bachelor's degree in a related field and a Master's degree in Social Work (MSW). Candidates must have three years of experience in education in a specialized area related to this assignment. Experience must include working with Gang and Violence Prevention in Schools, Mental health needs of students, parent training, school staff training, attendance recovery, academic recovery, behavior intervention and group facilitation.

Required Testing

Certificates

Driver's License & Evidence of Insurability  
Valid CA Social Worker License (LSW)

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

**Personnel Commission Approved: October 19, 2016**