

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Staff Development Assistant – JCCS, R50**

DEFINITION:

Under general supervision, performs administrative, technical, and clerical duties in support of JCCS professional development, curricular alignment, and communication functions including assisting with: the development and implementation of a comprehensive JCCS staff development program; the monitoring of curriculum materials; the development and coordination of communication methods to JCCS staff and clients.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Assist in the research for, identification, selection and implementation of training and development programs for a variety of program content modules related to the training program objectives.

Assist in developing and overseeing the annual professional development budget; monitor program expenditures related to professional development.

Coordinate all logistical needs for presenters including: process contracts for services; assist in identifying consultants, presenters and other program providers capable of developing and presenting training materials consistent with JCCS objectives; obtaining substitutes to ensure classroom coverage.

Monitor, measure, evaluate and report on the effectiveness of services provided and participant satisfaction and recommend corrective action when required.

Design, facilitate, and provide in-services for necessary personnel in areas of operations and technical support for JCCS.

Consult with JCCS staff to identify and develop materials and communication for staff; conduct needs and interest assessments to identify areas in which to develop, modify, or expand services.

Coordinate and perform activities in support of the curricular alignment of JCCS materials to course of study including operationalizing internal systems and operations to support classroom instruction.

Plan, organize, and monitor the day-to-day business operations for site based curriculum materials and supplies including duties involving: procurement, such as placing orders and processing EPRs; communication, technology, records management, work flow monitoring, and productivity assessment.

Operate office computer software application programs to develop and design training and workshop schedules, evaluations, newsletters, and promotional materials.

Coordinate activities related to the development and dissemination of materials, books, resources related to JCCS activities.

Compose, edit, and prepare correspondence, bulletins, booklets and other materials.

Operate standard office machines, word processing equipment, online data terminals and peripheral equipment.

Keep current on industry trends.

NON-ESSENTIAL FUNCTIONS:

May serve on committees, task forces and panels.

Perform other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Class C California Driver's License

EDUCATION AND EXPERIENCE:

Education, training and experience sufficient to demonstrate possession of the knowledge and abilities detailed below. Typical qualifying experience would include college-level coursework in English, education, business, human relations or closely related field and three years of progressively responsible related work experience providing administrative, technical, and clerical support. Experience must include planning professional development at a school district level.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of collecting and organizing data and information

Policies and procedures of contract initiation and maintenance

Modern office equipment, methods and procedures

Correct English usage, grammar, spelling, punctuation, and vocabulary

Computer operations and related word processing, software and spreadsheet applications

Effective filing and record keeping techniques and systems

School district organization, functions, administration, operations, and categorical programs

ABILITY TO:

Compose written correspondence, bulletins, reports and other documents using proper format and correct English language usage

Write and prepare detailed procedures and instructions

Research information, assemble diverse data and prepare clear and concise reports

Perform basic math computations

Establish and maintain computerized files and other recordkeeping systems

Read, learn, interpret, apply, and explain applicable rules, regulations, policies, and procedures

Operate standard office equipment including computers and related software programs

Communicate effectively orally and in writing

Follow oral and written instructions

Exercise tact, diplomacy, and independent judgment

Work effectively independently and as part of a team with minimum supervision

Work collaboratively with diverse groups

Organize and prioritize work

Meet schedules and timelines

Exercise appropriate judgment in making decisions

Demonstrate high standards of customer service and accountability for JCCS

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: July 2014

Revised:

Approved by the Personnel Commission: July 16, 2014