

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Staff Development Assistant - NCCSE**

DEFINITION:

Under general supervision, performs administrative, technical, and clerical duties in support of NCCSE professional development and communication functions including assisting with: the development, marketing and implementation of a comprehensive external staff development program; the development and coordination of external communication activities to the NCCSE member districts; the development and maintenance of websites and online newsletters.

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 NCCSE objectives.

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

Coordinate and perform activities in support of the CAC Advisory Committee such as scheduling, preparing materials, recordkeeping, arranging meetings, preparing notes of proceedings.

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 NCCSE activities.

Consult with NCCSE and district 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.

Serve as a liaison between school districts, NCCSE staff, CAC and other entities involved in any specific project.

Coordinate information exchange and updates with internal and external sources.

Ensure NCCSE web content is current; proofread and edit content and design work for accuracy; inform users of applicable website requirements and restrictions.

Assist in the graphic layout and design of website and online newsletter content.

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

Assist in the preparation of assigned project budgets; analyze and monitor project costs and budget.

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

Keep current on industry trends.

NON-ESSENTIAL FUNCTIONS:

Perform other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

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, web design, education or closely related field and three years of progressively responsible related work experience providing administrative, technical, and clerical support.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, practices and procedures for website development and maintenance

Publishing programs and related tools

Methods of collecting and organizing data and information

Software systems used to manage large amounts of data

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 and spreadsheet applications

Effective filing and record keeping techniques and systems

ABILITY TO:

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

Type accurately at a rate of 60wpm

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 NCCSE
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: May 2014

Approved by the Personnel Commission: _____ May 21, 2014 _____