VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: OPERATIONS SPECIALIST I – Comprehensive Health and Prevention Programs

BASIC FUNCTION:

Under the direction of the Director, Comprehensive Health and Prevention Programs (CHPP), this position will provide: technical assistance for grant-funded Prevention Programs; work closely with districts, local/state agencies, and community partners in collaboration of strategic planning, implementation, and grants; facilitation of budget and resource management; and contract monitoring and compliance with grant assurances to accomplish grant, objectives, and quality standards.

REPRESENTATIVE DUTIES:

• Function as a liaison between County Office of Education and Local Education Agencies (LEA), by providing technical assistance for grant measures and objectives.
• Conduct site visits and submit required reports.
• Evaluate needs and quality of programs and provide support and assistance.
• Provide guidance and support for LEA grantees to develop a program plan, objectives, and outcomes.
• Provide support to grantees and their partners to efficiently prepare for submission of monthly and annual reports.
• Coordinate and facilitate collaborative meetings with LEAs, grant partners, and local/state and community agencies and other stakeholders.
• Assess grantee professional development needs and plan and coordinate professional development utilizing expert content specialists to address gaps.
• Coordinate, provide and promote locally all California Department of Education (CDE) initiated statewide program support resources.
• Attend meetings, conferences, workshops in the community to stay abreast of the latest research and best practices to help bridge theory and practice for partners in the field.
• Utilize and coordinate with other existing regional networks of programs designed to assist LEAs and collaborative teams in their efforts to increase student access to learning opportunities and experiential learning.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grant Coordination with the ability to understand:
   a) Program characteristics
   b) Funding sources

Revised May 2018
c) Populations served
d) Technical assistance needs
e) Professional development needs
f) Resource requirements, including sustainability
g) Promising practices in program organization and management
h) Education, literacy, and academic enrichment activities

Coaching skills to support sites in providing high quality programs.
Current research that is descriptive of high quality after school programs.
Assessment programs/methodologies that use formal and informal measures of achievement and evaluation.
Adult learning theory.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills
Public speaking and presentations.
Computer operation and related software.
Local, state and federal regulations, funding and policy related to after school programs
VCOE organization, operations, policies and objectives.

ABILITY TO:

- Work effectively with adult learners.
- Plan, organize, and implement projects.
- Advise, consult, and implement strategies related to high quality development for after school programs.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative reports.
- Manage communication networks.
- Prepare and deliver oral presentations.
- Maintain a variety of narrative and resource materials.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience: Minimum three (3) years of directly related experience in prevention programs and working with youth.
Education: Minimum of a Bachelor’s degree from an accredited college or university with major course work in education, social science, behavioral or health sciences, or vocational education, or any other related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside environmental conditions; subject to driving to conduct work; may be required to use personal vehicle in the course of employment; be required to attend periodic Saturday or evening meetings, and travel within and out of county boundaries to attend meetings.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and to conduct presentations, sitting and standing for extended periods of time, and dexterity of hands and fingers to operate computer equipment. Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request. Ability to lift 40 pounds.