CLASS TITLE: PROJECT SPECIALIST TECHNICIAN - Expanded Learning Services

BASIC FUNCTION:
Under the leadership of the Director of Expanded Learning Services (ELS), coordinate and facilitate a variety of special project activities, including but not limited to: State and Federal programming for Expanded Learning Programs and services, including Technical Assistance and Professional Development and meetings for program staff and collaborative partners.

REPRESENTATIVE DUTIES:
Assist and participate in organizing a variety of special project activities and operations; E

Coordinate employment requirements and applications by facilitating HR processes for hiring and scheduling special projects staff, including screening, processing, scheduling, and coordinating HR protocols; E

Administer examinations, maintain test security, and provide guidance to participants needing to meet the Highly Qualified (HQ) and/or current state/federal program staff qualifications and requirements; E

Provide on-site technical assistance and site visitations as needed and directed by supervisor; E

Provide advanced clerical/technical support to Expanded Learning managers in the research and development of grant funding proposals; evaluate project components; and assist with monitoring grant requirements; E

Assist with establishing timelines assuring that state, federal, and local organizations project requirements are fulfilled; E

Maintain a calendar of events and communicate to stakeholders a variety of regularly scheduled meetings and workshops; E

Prepare and maintain records related to assigned special projects; E

Operate a variety of office equipment; E

Perform related duties as assigned; E

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
HQ and/or current state/federal program staff qualifications and requirements;
Technical requirements needed to evaluate transcripts and examinations used to demonstrate HQ status;
Payroll policy and procedure;

REVISED June 2016
Confidential record-keeping techniques;
Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special projects and activities;
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students and families;
Policies and objectives of assigned special projects and activities;
Technical aspects of the special project areas;
Record-keeping techniques;
Interpersonal skills using tact, patience and courtesy;
correct English usage, grammar, spelling, punctuation and vocabulary;
Word processing, spreadsheet, and database software applications used by VCOE; and Telephone techniques and etiquette.

ABILITY TO:
Assist and participate in developing plans to organize and conduct a variety of special project activities and operations;
Assist with research and development of grant funding proposals;
Read, analyze, understand, explain, and implement technical information related to assigned special projects;
Review job applications and documents to determine completeness and applicability using the knowledge obtained regarding Highly Qualified (HQ) and/or current state/federal requirements;
Use independent judgment requiring accuracy of questions involving HQ and/or current requirements;
Communicate Title I hiring laws, rules, regulations and applicability;
Maintain current knowledge of program rules, regulations, requirements and restrictions;
Deal effectively with a wide variety of personalities and situations requiring diplomacy and tact;
Compile and maintain accurate and complete employment files and records;
Learn, apply and explain policies, procedures, rules and regulations;
Use proper English and make arithmetical calculations rapidly and accurately;
Understand and carry out oral and written directions;
Work cooperatively with those contacted in the course of work;
Meet schedules and time lines;
Operate computers and related software applications;
Communicate effectively both orally and in writing; and
Type 40 wpm from clear copy.

EDUCATION AND EXPERIENCE:
Bachelor’s degree preferred, or
Any combination equivalent to:
graduation from high school and three years progressive experience in social services projects
and/or after school programming and/or college degree/certification in social science, behavioral or health sciences, or a related field.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.
WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions;
May be required to work at a video display terminal for prolonged periods;
Subject to driving to conduct work;
May be required to use personal vehicle in the course of employment;
May be required to attend periodic Saturday or evening meetings; and
Travel within and out of county boundaries to attend meetings.

PHYSICAL ABILITIES:
Vision (which may be corrected) to read small print;
Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
Lower body mobility; and
Perform lifting, pushing and/or pulling which does not exceed 50 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.