CLASS TITLE: SPECIAL POPULATIONS SPECIALIST II

BASIC FUNCTION:
Under direction of the Director of Special Populations, develop and design plans to organize, coordinate and conduct numerous special project activities and operations; develop, modify, and implement federal and State-funded special projects to provide education and human services for the disadvantaged; including high-risk and at-risk children and adult population groups; administer, coordinate, and monitor grant activities; plan, develop, maintain, and control multiple budgets and contracts; coordinate programs, activities, and efforts to comply with State and federal laws, contract specifications, and project goals and objectives; plan, organize, and participate in developing and presenting workshops for County school districts and consortium members, promote awareness of at-risk issues related to special projects and qualifying individuals.

DISTINGUISHING CHARACTERISTICS:
Special Populations Specialist II is the advanced-level classification. Incumbents plan, design, establish timelines, coordinate budgets and expenditures, direct all aspects, and bring to closure multiple projects. Special Populations Specialist I incumbents assist with various phases of numerous special projects and may coordinate smaller or less-complex projects.

REPRESENTATIVE DUTIES:
Develop and design plans to organize, coordinate and conduct numerous special project activities and operations; develop, modify, and implement federal and State-funded special projects to provide education and human services for the disadvantaged, including high- and at-risk children and adult population groups; E

Administer, coordinate, and monitor grant activities; establish timelines for implementation and completion of project components and expenditures; plan, develop, maintain, and monitor multiple budgets; monitor and maintain fiscal controls between multiple contracts; convert to school accounting system as needed; authorize special projects expenditures; E

Perform required research to assist in writing and developing funding grant proposals in compliance with RFPs; evaluate project components and estimate funding requirements; E

Research, study, write and inform others about new developments, concepts, programs, and processes related to assigned special projects; E

Coordinate programs, activities, and efforts to comply with State and federal laws, contract specifications, and project goals and objectives to provide access to free and appropriate public education; maintain close contact with contracting agencies; E

Provide technical assistance to school districts regarding various assigned special projects; analyze and solve problems; E

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Identify and interview individuals and families qualifying for special projects; communicate with school district personnel, social case workers, and other County personnel; facilitate the enrollment process by interacting with parents and children to promote programs, benefits, and activities; 

Develop and present workshops for County school districts; select locations, speakers, and other components of the training; 

Develop project forms; utilize computer programs to conduct project research; train and assist office personnel with computer operations as needed; operate various software applications to maintain records, including work processing, database, graphics, and spreadsheets; 

Prepare and maintain records and reports related to assigned special projects and related activities; prepare periodic State reports as required; attend conferences, meetings and workshops as required; 

Assist with immediate school enrollment and records transfer for identified students; 

Attend meetings hosted by community agencies that build collaboration and partnerships, and serve the identified students; 

Conduct home visits and community outreach to identify students; support and promote educational success; evaluate transcripts of identified students and advise students what is required for high school graduation, college admittance and financial aid; 

Bring closure to special projects; prepare final closeout reports and invoices for multiple projects; prepare and maintain records and reports related to assigned special projects and activities; prepare periodic State reports as required; attend conferences, meetings and workshops as required; 

Plan, organize, and participate in developing and presenting workshops for County school districts and consortium members; prepare correspondence; select locations, speakers, and other components of the training; prepare and present components of the workshop training; coordinate and lead committees as required; 

Promote awareness of at-risk issues related to special projects; develop and conduct presentations to school district staff; write and distribute communications to district personnel, agencies, and parents; 

Operate a variety of office equipment, including a microcomputer, typewriter, video equipment, projectors, fax machine, and copier; operate a motor vehicle to visit various sites within the County to conduct work; 

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Project terminology, policies, and procedures;
- State and federal grants and related procedures, reports, and record-keeping;
- Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special projects and activities;
- State, federal, school, and project laws, regulations, and fiscal policies and procedures;
- Policies and objectives of assigned special projects and activities;
- Basic accounting procedures and principles;
- Word processing, spreadsheet, and database software applications used by VCOE;
- Interpersonal skills using tact, patience and courtesy;
- Research methods and report writing techniques;
- Technical aspects of the special projects area;
- Budget preparation and control;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high-risk and at-risk students and adults; and
- Operation of a computer terminal and data entry techniques.

ABILITY TO:
- Plan, develop, implement, coordinate, and monitor multiple special projects budgets and expenditures;
- Develop, modify, and implement federal and State-funded special projects to provide education and human services for the disadvantaged;
- Plan, develop, maintain, and control multiple budgets and contracts;
- Coordinate programs, activities, and efforts to comply with State and federal laws, contract specifications, and project goals and objectives;
- Plan, organize, and participate in developing and presenting workshops for County school districts and consortium members;
- Research and develop grant funding proposals;
- Identify students qualifying for special projects;
- Promote awareness of at-risk issues related to special projects;
- Troubleshoot and solve project issues and problems;
- Read, analyze, understand, explain, and implement technical information related to assigned special projects;
- Apply and explain VCOE organization, operations, policies, procedures, rules and regulations;
- Work on multiple projects;
- Operate computers and related software applications;
- Communicate effectively both orally and in writing;
- Maintain current knowledge of program rules, regulations, requirements and restrictions; and
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in one of the social sciences, vocational education, public administration, accounting or related field and four years responsible social
projects and services experience.

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
- Subject to inside environmental conditions;
- Subject to constant interruptions and driving to conduct work;
- May be required to use personal vehicle in the course of employment; and
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

**PHYSICAL ABILITIES:**
- Require vision (which may be corrected) to read small print;
- Sitting for extended periods of time;
- Seeing to drive and to monitor students;
- Speaking and hearing to make presentations and to communicate with others;
- Lifting objects weighing up to 20 pound;
- Bending, pulling, pushing, and reaching to maintain and retrieve records;
- Walking to arrive at various school district sites; and
- Dexterity of hands and fingers to operate computer keyboard.

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