CLASS TITLE: STUDENT COMPETITIONS ASSISTANT

BASIC FUNCTION:
Under the direction of an assigned supervisor, conduct a variety of special project activities and operations to assist the Competitions & Fundraising Department to carry out its work. The Student Competitions Assistant completes tasks and projects under the guidance and supervision of the Coordinator of Competitions and Fundraising.

DISTINGUISHING CHARACTERISTICS:
The Student Competitions Assistant incumbents assist with various phases of special projects and may coordinate smaller or less-complex projects. Incumbents plan, design, establish timelines, participate in budget development, participate in a variety of state and local organizations and assure that project requirements are fulfilled.

REPRESENTATIVE DUTIES:
Plans, coordinates, implements, and administers large-scale events such as workshops, fairs, regional and county competitions. Develops and distributes announcements, flyers, and other materials to develop interest and awareness in programs; E

Develops and maintains participant lists. Arranges for sites, speakers, judges, panels, etc. Prepares program schedules. Arranges for media or other participation as deemed appropriate; E

Interacts with County Office and District Administrators on a regular basis to coordinate activities, events, and training activities; E

Provides support to events-in-progress. Arranges for multi-media support, programs, production of materials, evaluations, certificates, supplies, and refreshments; E

In competitions, works with judges, event leaders, and panels to select events, criteria, format, and participation rules; E

Using a database format, maintains lists and pertinent information of participants. Accesses the database to produce confirmation letters, fee statements, invoices, billings, other mailings, and registration support; E

Prepares advertising-quality flyers, announcements, programs and course catalogs. Coordinates and may prepare design and layout of graphic artwork for support events; E

Designs certificates used to acknowledge participation and competition. Arranges for special awards, depending on the nature of the program; E

Composes a variety of correspondence on original formats such as memos, requisitions, forms, letters, reports and agendas; E

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Prepares fee and expense statements to participants and prepares monthly billing statements;

In support of the Director of Charter Schools, assists in the ordering, organizing, distributing, collecting, shipping, and accuracy of statewide assessments for VCOE schools;

In support of the Director of Charter Schools, assists in the planning, registering, preparing, organizing, and set-up of workshops including CELDT STOT training for all Ventura county schools and charter school workshops;

In support of Director of Charter Schools, makes all travel arrangements, assists in the preparation of documents, updates and maintains vital charter school information, schedules meetings, and edits and revises the charter school website based on direction from supervisor; and

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Word processing, spreadsheet, and database software applications used by VCOE;
- Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned projects and activities;
- Policies and objectives of assigned projects and activities;
- Interpersonal skills using tact, patience and courtesy;
- Research methods and report writing techniques;
- Technical aspects of the special projects area;
- Basic budget preparation and control;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of child care providers and customers;
- Operation of a computer terminal and data entry techniques; and
- Record-keeping techniques.

**ABILITY TO:**
- Assist and participate in developing plans to organize, coordinate, and conduct a variety of project activities and operations;
- Plan, organize, and coordinate components of multiple projects;
- Assist with the research and development of grant funding proposals;
- Troubleshoot and solve project issues and problems;
- Read, analyze, understand, explain, and implement technical information related to assigned special projects;
- Work on multiple projects;
- Operate computers and related software applications;
- Communicate effectively both orally and in writing;
- Learn, apply and explain policies, procedures, rules and regulations;
- Maintain current knowledge of program rules, regulations, requirements and restrictions; and
- Meet schedules and time lines.

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EDUCATION AND EXPERIENCE:
Any combination equivalent to: Graduation from high school or equivalent; two years special
projects and/or student competitions experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions;
Subject to driving to conduct work; and
May be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Sitting for extended periods of time;
Seeing to drive;
Speaking and hearing to communicate with others;
Bending, pulling, pushing, and reaching to maintain and retrieve records;
Ambulate oneself from site to site;
Dexterity of hands and fingers to operate computer keyboard; and
Lifting objects weighing up to 20 pounds.

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