

JOB DESCRIPTION
San Diego County Office of Education

Program Specialist, PASS AmeriCorps

Purpose Statement

Under administrative direction, the Program Specialist, PASS AmeriCorps is responsible for coordinating services in areas related to gang and violence prevention for the Promoting Achievement and Student Success (PASS) AmeriCorps program for the San Diego County Office of Education (SDCOE) directed at targeted school sites throughout the county for students in K-12; and serving as a key manager for the PASS AmeriCorps Program.

Essential Functions

- Acts as liaison between the SDCOE and other agencies (e.g. target schools, local gang and youth violence services, local law enforcement, etc.) for the purpose of facilitating access to resources concerning students at high risk for gang involvement and school disengagement.
- Responds to school district and school site requests for crisis response.
- Tracks expenditures of grant funds for the purpose of monitoring fund balances and ensuring that expenses are within budget limits and fiscal practices are followed.
- Researches and prepares grant proposals to secure funding from private, county, state, or federal grantors, and new funding from additional grantors.
- Attends all mandated AmeriCorps statewide meetings and conferences, as well as monthly technical assistance phone conferences, for the purpose of communicating with program staff and assuring the implementation of program changes as mandated by AmeriCorps.
- Collaborates with a variety of groups and/or individuals (e.g. targeted school district staff, subject matter experts, etc.) for the purpose of determining and developing needed materials or services for staff in-service trainings and direct services to students of all ability levels.
- Collecting, analyzing and reporting on program data for the purpose of determining the effect of implemented materials and/or services introduced in schools.
- Conducts trainings and in-services to meet requirements for professional development and grant requirements for program members and staff.
- Develops curriculum/project materials and/or related services (e.g. member recruitment documents, job postings, e-Grant program reports, e-Grants recruitment portal, member contractual agreements, member performance review, etc.) for the purpose of providing supporting materials for school system staff in-service training and direct service delivery to students.
- Facilitates and participates in a variety of meetings, workshops and committees (e.g. unit staff meetings, Office of Education meetings, parent meetings, etc.) for the purpose of identifying and developing recommendations, providing training, supporting other staff and maintaining group commitment to project or program goals.
- Reviews existing materials and services for the purpose of identifying specific areas of necessary change and opportunities for improvement.
- Performs personnel administrative functions (e.g. training, placement, evaluating, supervising, coaching, enrolling health coverage process, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.

- Prepares a wide variety of often complex materials (e.g. mandated funding sources AmeriCorps reports, program application forms, member contractual agreements, promotional documents, interview questionnaires, end of year documents, etc.) for the purpose of documenting activities and issues, providing audit references, meeting compliance requirements, and providing supportive materials for requested actions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to:

Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions;

Applying assessment instruments;

Operating standard office equipment including using pertinent software applications;

Preparing and maintaining accurate records/case management;

Developing and writing grant proposals;

Utilizing group presentation skills.

KNOWLEDGE of:

Gang and violence prevention and intervention techniques: AmeriCorps principles/provisions;

Mentoring models;

Youth leadership development;

School culture and policies;

Principles of supervision;

Physical and emotional development of adolescents and mental health issues.

ABILITY is required to:

Schedule activities, meetings, and/or events;

Gather, collate, and/or classify data;

Flexibility is required to work with others in a wide variety of circumstances;

Work with data utilizing defined and similar processes;

Operate equipment using defined methods.

Work with a diversity of individuals and/or groups;

Work with similar types of data;

Utilize specific, job-related equipment.

Independent problem solving is required to analyze issues and create action plans;

Problem solving with data frequently requires independent interpretation of guidelines;

Adapting to changing work priorities;

Working effectively independently and as part of a team;

Communicating with diverse groups in a nonjudgmental manner;

Working flexible hours;

Displaying patience and a sense of humor;

Understanding verbal input and responding quickly and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Five (5) years of experience involved in the management of an AmeriCorps program related to gang and youth violence prevention and/or intervention, including experience in the development of successfully funded grant proposals, experience providing professional training for program staff, and experience with evaluating program effectiveness.

Education Bachelors degree in education, social work, or closely related field.

Equivalency Any combination equivalent to: a bachelor's degree in education, social work, or field closely related to the classification and five (5) years of experience involved in the management of an AmeriCorps program related to gang and youth violence prevention and/or intervention, including experience in the development of successfully funded grant proposals, experience providing professional training for program staff, and experience with evaluating program effectiveness.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

Maintain required licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screen

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 040

Personnel Commission Approved: November 20, 2019