

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Expanded Learning

Purpose Statement

Under general direction, the Project Specialist, Expanded Learning, develops and delivers trainings for frontline and site leadership; provides coaching and consultation at a site level for grantees and their subcontractors; conducts site visits to ensure program quality and compliance; develops program resources and information; and maintains and updates site visit data, records, and documentations

Essential Functions

- Conducts site visits and provides coaching and consultation to ensure program quality and compliance.
- Develops, coordinates, facilitates, and delivers trainings and workshops based on the needs of grantees and subcontractors.
- Conducts needs assessment with grantees and their subcontracted agencies to determine technical assistance program needs to meet California Education Code and standards of quality for expanded learning programs.
- Organize and facilitate meetings and interactions among stakeholders, after school entities and education providers, schools, parents, service agencies, institutions of higher education, and community and cultural organizations and groups.
- Responds to program inquiries from grantees and their subcontractors and interprets and explains state and federal laws, regulations, and standards related to expanded learning programs.
- Provides ongoing communications on available resources, latest research, and other information to grantees and their subcontractors to support and improve expanded learning programs.
- Tracks, monitors, maintains, and updates program data, records, and documentation.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Participates in the development and implementation of special projects related to expanded learning.
- Handles escalation from staff and contracted consultants regarding delivery of technical assistance services.
- Leads special projects and assignments in assigned areas.

Other Functions

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

Job Requirements:

Skills, Knowledge and Abilities

SKILLS to:

Analyze and evaluate information;
Understand and ensure compliance with applicable laws and regulations;
Deliver presentations to small and large groups.

KNOWLEDGE of:

After school programming, state and federal grant requirements, elementary school systems, and community services, and experience in implementing, managing, and collaborating with such programs and systems;

Federal, state, and county laws, codes, regulations and requirements pertaining to expanded learning programs, such as After School Education & Safety (ASES) Program, 21st Century Community Learning Centers, and Expanded Learning Statewide Quality Standards;

Principles and practices of program management, budgeting, evaluation, data collection and analysis, record-keeping, and reporting;

Staff development, in-service, and adult learning methods and techniques;

Best practices in providing technical assistance including training, coaching, consultation, facilitation, and mentoring to expanded learning grantees and their subcontracted agencies;

Continuous Quality Improvement process.

ABILITY to:

Communicate with diverse groups in a nonjudgmental manner;

Work flexible hours;

Read and interpret legislation; grant writing;

Manage and coordinate the work of technical and support staff;

Communicate clearly and concisely both orally and in writing.

Work 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 65% sitting, 10% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience: Three (3) years of experience monitoring program compliance and collecting and analyzing program data for expanded learning programs, including one year of experience in training and technical assistance in expanded learning.

Education: Bachelor's degree in education, social work, school counseling, educational administration, special education, or related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, social work, school counseling, educational administration, special education, or related field, and three (3) years of experience monitoring program compliance and collecting and analyzing program data for expanded learning, including one year of experience in training and technical assistance in expanded learning.

Required Testing

N/A

Certificates and Licenses

Valid CA Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Fingerprint/Background Clearance

Clearances

Criminal Justice
Physical Exam and Drug screening

FLSA State: Exempt

Salary Grade: Classified Management, Grade 035

Personnel Commission Approved: January 15, 2020

Revised: N/A