

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Migrant Education

Purpose Statement

Under general direction, the Project Specialist, Migrant Education Program will assist in the planning, development, implementation, coordination, and evaluation of Migrant Education programs and activities; to promote Migrant Education programs and activities to school districts across San Diego and Orange counties.

Essential Functions

- Plans, organizes, coordinates, and implements student services and activities including but not limited to; student leadership camps, Friday Night Live, speech and debate, mental health workshops and summer school services.
- Plans, prepares calendars, organizes and attends serving as a liaison on parent conferences and Parent Advisory Committee meetings with clients, districts/organization.
- Acts as an information source to teachers, students, instructional support staff, and the public regarding Migrant Education program objectives, procedures and concepts; responds to parent inquiries and concerns.
- Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommend program changes or modifications as appropriate.
- Maintains awareness of and ensure compliance with relevant Federal and State laws and regulations, San Diego County Office of Education Board Policies and Administrative Regulations.
- Prepares and delivers presentations for migrant education classified staff for professional development and potential client recruitment on topics related on Migrant Education services and/or CDE services plans.
- Identifies funding sources and opportunities, including grant proposals.
- Estimates time, material, and equipment resources needed for new or established programs and takes appropriate action to ensure availability of materials/staff resources needed.
- Coordinates the ordering and/or insures the availability of equipment and materials needed for program activities and ensuring staff properly supported as specified by state mandated educational concepts and focal points.
- Coordinates advertising efforts and campaigns on Migrant Education programs and services.
- Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.
- Visits schools and other prospective client organizations to promote Migrant Education programs and services.

- Performs personnel administrative functions (e.g. hiring, assigning, evaluating, supervising, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget, and to assure compliance with regulations and guidelines.

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:

Planning and managing projects;

Grant writing;

Operating standard office equipment including using a variety of software applications;

Preparing and maintaining accurate records;

Analyzing budgets;

Analyzing data;

Conducting interviews;

Conducting meetings;

Planning agendas/meetings;

Speak persuasively on behalf of the Migrant Education Program.

KNOWLEDGE of:

Current bilingual education concepts and issues;

Knowledge of community resources related to Migrant Education services;

Recordkeeping and record retention practices;

Migrant Education cultural;

Program administration;

Methods of training of program initiatives;

Principles, practices, and techniques of effective presentations;

Practices of personnel administration.

ABILITIES are required to:

Speak fluently in both English and Spanish;

Effectively manages and prioritizes multiple, concurrent program tasks and highly organized;

Effectively interprets and applies appropriate policies, laws, codes, rules and regulations;

Communicates effectively, both orally and in writing;

Utilizes technology to manage program responsibilities, including operating a variety of standard office equipment;

Establishes and maintains effective working relationships with others;

Works effectively with a variety of institutions, service recipients, and partners;

Remains flexible to program evolutions and committed to the program values of

Service, Problem-Solving, and Collaboration Model “team player” behavior that inspires service recipients, partners, and colleagues;

Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds of students, parents, partners, and colleagues;

Exercises appropriate judgment in making decisions;

Maintains a variety of confidential lists and records;

Demonstrate attendance sufficient to complete the duties of the position as required;
Trains, supervises and coaches assigned staff.

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.

Travel to other SDCOE, school district, or partner locations will be required as part of this assignment.

Experience: Three (3) years of experience in a specialized area related to Migrant Education programs and services.

Education: Bachelor's degree in administration, public administration or related field.

Equivalency: Any combination equivalent to: a bachelor's degree in education or field closely related to the classification and three (3) years of experience in a specialized area related to Migrant Education programs and activities.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice
Fingerprint/Background Clearance
Drug Test
TB Screen

FLSA Status: Exempt
Salary Grade: Classified Management Grade 035

Personnel Commission Approved: December 18, 2019

Revised: N/A