

## **Project Specialist, Student Support Services**

### **Purpose Statement**

The Project Specialist, Student Support Services, shall provide technical, specialized, consultative, advisory, and planning services to the alternative education programs operated by the San Diego County Office of Education (SDCOE) to plan, organize, develop, recommend, and evaluate programs, processes, and procedures related to the areas of student support services.

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### **Essential Functions**

- Provides ongoing advice, consultation, and training services to the specified project/program personnel related to attendance and exclusionary practices, Multi-Tiered System of Support (MTSS), restorative practices, Positive Behavior Intervention and Support (PBIS), and social-emotional learning.
- Plans, schedules, and arranges for the wide distribution of information regarding in-service trainings, workshops, seminars, conferences, and meetings, and provides training.
- Serves as a liaison between SDCOE, CA Department of Education, professional organizations, and other public and private agencies in the area of responsibility.
- Assists in the identification of alternative education program needs and the most effective methods of meeting needs.
- Provides research and relevant data for management planning sessions and subsequent policy and procedural guidelines.
- Monitors grant projects for compliance with funding requirements, and works with fiscal staff to ensure proper preparation of grant budgets.
- Plans, organizes, and develops management reports to communicate project milestones and accomplishments.
- Plans, organizes, and directs research and development activities in the design and implementation of new and innovative ideas and processes.
- Designs, conducts, and evaluates in-service programs and publications.
- Evaluates or provides technical evaluation of the performance of professional, technical, and clerical personnel to ensure compliance with the project policies and operational objectives.
- Prepares specialized reports, surveys, and other descriptive information for review and distribution.
- Serves on internal and external advisory, resource, and support committees.
- Provides leadership in the interpretation and application of state and federal laws and regulations and office policies and regulations related to student support services.
- Performs other related duties as assigned.

## **Other Functions**

- Performs other related duties as assigned.

## **Job Requirements: Minimum Qualifications**

### **Knowledge of:**

- Principles and practices of safe school planning, student discipline, and laws relating to minors, chronic absenteeism, MTSS, PBIS, and restorative practices.
- Experience in restorative practices training and curriculum development.
- Effective management and administrative techniques.
- Appropriate methods of training, program planning, group facilitation, and instructional techniques.
- California Education Code and other related codes, current state and county policies, rules and regulations related to assigned area of expertise.

### **Ability to:**

- Analyze, assess, and interpret legislative, statistical, and programmatic data; apply knowledge gained in practical project administration.
- Effectively research and evaluate educational programs for the purpose of making recommendations for program improvement.
- Effectively plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings.
- Identify program needs and alternatives; implement modifications and improvements as needed.
- Plan and implement activities and procedures designed to ensure the completion of established goals and objectives.
- Effective writing and communication skills.
- Work effectively as a team member to address division, district and SDCOE projects.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Effectively and efficiently participate in the recruitment, selection, training, and evaluation of support personnel.

## **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:**

Three (3) years of experience related to student engagement and leadership development, education, school-based counseling or social work case management, or mental health promotion.

**Education:**

A bachelor's degree in education, social work, sociology, psychology, or closely related field.

**Equivalency:**

A combination of education and experience equivalent to: a bachelor's degree in education, social work, sociology, psychology, or closely related field, and three (3) years of experience related to student engagement and leadership development, curriculum development, education, school-based counseling or social work case management, or mental health promotion.

**Required Testing**

N/A

**Certificates**

CA Driver's License

Restorative Practices certification preferred

**Continuing Education/Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status:** Exempt

**Salary Range:** Classified Management Grade 035

**Personnel Commission Approved:** October 16, 2019