

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**PROJECT SPECIALIST, COMMUNITY ENGAGEMENT**

**Purpose Statement:**

Under general direction, the Project Specialist, Community Engagement is responsible for providing technical, specialized, consultative, advisory, and planning services to Local Educational Agencies (LEA) and school sites interested in implementing whole-child initiatives.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Provides ongoing consultation, resources, and training services to the specified project/program personnel related to community schools, Multi-Tiered System of Support (MTSS), restorative practices, Positive Behavior Intervention and Support (PBIS), and social-emotional learning.
- Assists in the development and delivery of resources and best practices to leverage the for the Community Engagement Initiative (CEI) for transformational school investments and authentic pupil, family, community, and educator engagement, including but not limited to local control and accountability plans, expanded learning opportunity programs, and California Community School Partnership Act grants.
- Plans, schedules, and arranges for the wide distribution of information pertaining to in-service trainings, workshops, seminars, conferences, and meetings, and provides training.
- Develops and maintains online repository of resources and works with local and regional partners to ensure accuracy and relevance of materials.
- Provides ongoing communication on available resources, best practices, and other information to CEI grantees to support whole child and community schools' initiatives via newsletters, email correspondence, and other communication methods;
- Works closely with SDCOE staff and department leaders to ensure delivery of quality technical assistance, including professional learning, communities of practice, and project-specific meetings.

- Assists in the identification of LEA and school site needs and the most effective methods of meeting needs.
- Develops and implements a tracking system to assess, respond to, and manage the delivery of technical assistance to CEI grantees.
- Responds to questions and requests from LEAs and school sites regarding community engagement and other whole-child initiatives;
- Schedules, prepares materials, coordinates registration, and compiles evaluation surveys for professional development offered to LEAs and school sites.
- 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 and reports.
- Plans, organizes, and develops management reports to communicate project milestones and accomplishments.
- Coordinates assigned program components, learning management systems, and support needs for the purpose of complying with project/grant/program guidelines.
- Works with department leaders to design evaluation instruments for the purpose of determining the effect of implemented materials and/or program services.
- Collects, analyzes, and interprets project data to create assigned reports, evaluates effectiveness, and makes recommendations to improve program components and quality.
- Maintains a variety of electronic files for the purpose of providing up-to-date reference and complying with project/grant regulatory requirements.
- Prepares specialized reports, surveys, resources, and other descriptive information for review and distribution.
- Serves on internal and external advisory, resource, and support committees.

**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:**

**Knowledge and Abilities:**

KNOWLEDGE OF:

Human centered and socially conscious leadership;  
 Principles and practices of community engagement, community schools, MTSS, PBIS, restorative practices, and other whole-child initiatives;  
 Effective management and administrative techniques;  
 Appropriate methods of training, program planning, group facilitation, and instructional techniques;  
 Project management principles and practices;  
 Grant/contract management.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;  
Gather, collate, and/or classify data;  
Analyze data utilizing defined processes;  
Provide superior customer service to clients and partners;  
Effectively plan, schedule, coordinate, and conduct workshops, seminars, conferences, and meetings in a timely manner;  
Strategically organize online and web-based resources;  
Work with data of widely varied types and/or purposes;  
Communicate effectively with diverse groups;  
Effectively research and evaluate services for the purpose of making recommendations for program improvement;  
Set priorities;  
Build collaborative relationships;  
Work with constant interruptions;  
Meet assigned deadlines and schedules;  
Establish and maintain effective working relationships with a variety of individuals and groups.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Education: A bachelor's degree in education, social work, sociology, psychology, or closely related field; and

Experience: Three (3) years of experience related to student engagement and leadership development, education, and/or project management; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, social work, sociology, psychology, or closely and three (3) years of experience related to student engagement and leadership development, education, and/or project management.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background  
Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 035

**Personnel Commission Approved: Oct. 18, 2023**