Job Description

Marin County Office of Education

Assistant Special Projects Manager - Alternative Education

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Assistant Special Projects Manager - Alternative Education is done for the purpose/s of coordinating assigned projects and related activities; providing information and assisting others with complex projects; working closely with Alternative Education students and families; and implementing and maintaining projects and assignments within established guidelines and standards.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with developing and facilitating project procedures (e.g. scheduling, record keeping, etc.) for the purpose of identifying issues, developing recommendations, and supporting the Alternative Education program.
- Collaborates with others (e.g. personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Communicates with students' parents/guardians/families for the purpose of sharing information, exploring ideas, providing support to accommodate individual students' needs, and enhancing students educational experience.
- Coordinates program components and support needs of families for the purpose of assisting students and families.
- Manages one or more special projects, as assigned by supervising Alternative Education administrator, for the purpose of achieving outcomes related to organizational objectives.
- Organizes meetings and workshops for the purpose of shared leadership and conveying and/or gathering information.
- Oversees school safety drills and procedures, if assigned, (e.g. fire, earthquake, special alert drills, etc.) for the purpose of meeting the state mandated requirements for procedures and protocol and ensure staff and student's safety.
- Prepares Health, Food, & Safety program-mandated reports, if assigned, for the purpose of ensuring food safety laws are compliant with district and/or grant/program requirements.
- Promotes programs and services to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting and enrolling in programs, gaining feedback, and complying with established internal controls.
- Provides assistance and support to supervisor and/or educational partners for the purpose of ensuring the efficient and effective functioning of the program.
- Supervises student participants in a variety of activities (e.g. field trips, lunch, classroom, etc.) for the purpose of ensuring activities are conducted in a safe and positive learning environment conforming to District standards.

- Updates database with various data (e.g. day to day operations, family surveys, etc.) for the purpose of accountability reporting and maintaining data for alternative funding for assigned programs.

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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; issues relating to at-risk youth; health standards; and school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; and working as part of a team.

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; directing the use of budgeted funds within a work unit. Utilization of 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.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required in public administration or related field with 4 or more years of sucessful work experience of increasing responsibility.

Education: Bachelors degree in job-related area with an emphasis in public administration, education, business or a closely related field.

Equivalency: Additional equivalent experience may be substituted for college education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status	Approval Date	Salary Grade
Exempt		
	Revised Date	