

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 356  
RANGE: 142  
NON-EXEMPT

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### PROJECT SPECIALIST

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized activities in support of assigned program; coordinate and implement various student, family and/or site services; assist with student and staff placement and/or site development.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist with student and staff placement and/or site development; monitor program attendance and student-adult ratio to modify available programs, services and/or technical assistance.
- Collect and prepare program data and submit for state and federal grant funding; monitor expenditures and/or attendance earnings to ensure adequate grant funding.
- Communicate with school, district and/or site administration, students, parents, and outside agencies to exchange information and resolve issues or concerns; collaborate with non-profit organizations as assigned.
- Coordinate and implement various student, family and/or site services; assist program administrators in identifying available services for implementation; assess and evaluate program effectiveness and make modifications as needed.
- Organize and conduct short-range and long-range studies of various county office programs; prepare and analyze related data.
- Perform regular site visits at assigned program at assigned district and/or site locations.
- Perform specialized activities in support of assigned program at assigned district and/or site locations; collaborate with administrators and other personnel to ensure programs comply with licensing requirements, state and federal laws, rules and regulations.
- Prepare and maintain a variety of records and reports related to assigned activities and required by state and federal agencies; maintain purchase requests records, school and/or site profile reports, attendance records, data collection updates and other related documentation.
- Prepare plans and reports for assigned school and/or site coordinators; review and assist in site budget planning.
- Provide instructional leadership to assigned program; assist site administrators in specifics of assigned program; monitor program needs and collaborate with local resources for implementation.
- Provide support, guidance and coaching to program staff, students, and participants, as assigned.
- Provide direct site services and specialized activities, including professional development trainings and skill building activities to program staff and students.
- Train program staff and/or participants on a variety of program activities including, but not limited to, attendance, participation standards and expectations, program development and federal and state grant compliance.
- Attend, participate, and implement in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.

- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.
- Work a flexible schedule as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Operations of assigned state and/or federally funded program.
- Organization of student and family services.
- Record-keeping and report preparation techniques.
- Research and data collection and evaluation methods and procedures.
- Staff development programs and techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Assist with student and staff placement and development.
- Conduct research and compile and verify data.
- Coordinate and implement various student and family services.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain records and prepare reports.
- Perform specialized activities in support of the assigned program at assigned district locations.
- Plan and organize work.
- Prioritize and schedule work.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.

- Work independently with minimal direction.

### **EDUCATION AND EXPERIENCE:**

#### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an associate degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

#### **EXPERIENCE:**

- Two years' experience conducting educational program activities.

### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

#### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2003

Revised: 08/16/2005; 11/14/2017; 8/25/2021