



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Instructional Programs Assistant, Educational Services**

**Class Code: 1542  
Work Days: 210**

**GENERAL PURPOSE**

To facilitate and assist in the coordination of educational programs and services within Orange County; to develop support for programs at all educational levels; and to provide a variety of technical tasks in support of the assigned programs.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher-level management staff
2. May provide direct supervision over technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Assist in the implementation and evaluation of program goals, objectives, and action plans.
  2. Provide technical assistance to school district staff, Department staff, parent groups, and community groups affiliated with the educational program; provide talks on related issues at community groups or conferences.
  3. Act as lead for assigned program under supervision of higher-level management staff; provide direct services to district staff and/or students as needed; schedule and organize trainings and presentations.
  4. Attend conferences and departmental meetings as necessary for staff enhancement and enrichment.
  5. Assist in the development of curriculum and instructional techniques supplementing the training of educational staff.
  6. Plan and exchange information with other professionals within the educational area; acquire and deliver effective services within the program.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Assist in the coordination of services to be provided by community-based agencies; assist in training and implementation.
8. Assist with data collection for program evaluation; maintain recording and documentation systems as needed under contract guidelines.
9. Must demonstrate attendance sufficient to complete the duties of the position as required.
10. Perform related duties similar to the above in scope and impact as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Basic operations, services, activities, and guidelines of educational program.
2. Pertinent federal, state, and local codes.
3. Current trends in instructional area.
4. Recent developments, current literature, and sources of information related to educational program.
5. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the project.
6. Modern principles and practices of program development and implementation.

#### **Ability and Skill to:**

1. Translate policies and procedures into practical applications.
2. Elicit community support for program.
3. Develop and administer departmental policies under supervision.
4. Make presentations in the community and in educational settings.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in education, counseling, public administration, or a related field, and two years of experience in educational program.

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## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

3/2019