



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

---

**Project Assistant, Academic Events**

**Class Code: 1434  
Work Days: 225**

**GENERAL PURPOSE**

Assist in the facilitation, implementation, and coordination of Academic Events with Orange County schools and provide information and guidance to schools and school districts regarding programs; and provide responsible support to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management 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, strategic plan, objectives, and action plans determined by funding agencies and community partners.
  2. Assist in the facilitation and implementation of Academic Events with school districts, schools, community based organizations, OCDE staff and programs, and the business community.
  3. Assist in compliance monitoring of school districts and schools with the rules and guidelines of Academic Events.
  4. Assist with the preparation of program materials including general correspondence, flyers, event schedules, programs, brochures, news releases, scripts, and marketing materials.
  5. Encourage and promote increased participation in Academic Events programs; perform outreach to schools and community partners; make presentations to schools, student groups, PTAs, etc.; and participate in conferences.
  6. Conduct focus groups, gather information from participants, analyze data, and prepare reports.
  7. Assist with the maintenance and expansion of social media presence and Academic Events website.
  8. Assist in the recruitment and training of volunteers to support programs and activities.
-

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

9. Assist with fund development and outreach to obtain in-kind support for Academic Events programs.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.
11. Perform related duties similar to the above in scope and function as required.

**QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)****Knowledge of:**

1. Principles and practices of promoting and marketing events.
2. Public school administration, channels of communication, student programs, and school calendars.
3. Community based organizations, public and private educational agencies, and other organizations related to instructional areas.
4. Social media platforms and outreach strategies.

**Ability and Skill to:**

1. Speak effectively before school personnel, youth, and community partners.
2. Develop, assess, and act upon goals and objectives.
3. Plan, prioritize, assign, and supervise the work of event staff and volunteers.
4. Manage multiple competing priorities efficiently and effectively.
5. Successfully plan, organize, and direct an assigned project from start to finish.
6. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
7. Establish and maintain effective working relationships with various constituencies.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**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, youth development, or a related field; and experience in instructional programs, youth development, and event coordination.

---

## **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 variably paced with moderate to high pressure.

2/13, 8/17