



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

Project Assistant, Community & Student Programs

**Class Code: 1488
Work Days: 195**

GENERAL PURPOSE

Assist in the development, implementation, evaluation, coordination, and maintenance of student programs; provide information and guidance to schools and school districts regarding student programs and/or provide prevention and intervention services for youth; 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.
 2. Assist with developing trainings and coordinating events; facilitate trainings and workshops for youth, parents, and school/district staff.
 3. Promote and schedule trainings and presentations with schools, students, parent groups, youth serving organizations, faith-based organizations, and service providers.
 4. Establish and maintain partnerships with schools, community organizations, faith organizations, parent groups, and/or related agencies.
 5. Organize, maintain, and update a variety of records, documents and files; compile and analyze statistics to identify program trends.
 6. May attend a variety of meeting, training sessions, conferences, committees, workshops, and seminars.
 7. Conduct special projects as assigned.
 8. Demonstrate attendance sufficient to complete the duties of the position as required.
 9. Perform related duties similar to the above in scope and function as required.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

Intervention Services

1. Facilitate prevention education classes for students and parents, as well prevention trainings for district and school staff, as applicable per program scope of work.
2. Provide intervention services for youth, mentoring, life skills development and coaching.

Program Guidance Services

1. Provide technical assistance to school staff and youth to support the development of new and existing student programs; provide support and assistance for youth member recruitment; leadership development; and project/activity planning, implementation, and evaluation.
2. Write articles and develop content to assist in the development of program newsletter, program materials, website, and social media.
3. Maintain promotional item inventory including organization, cataloguing, and distribution.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Modern principles and practices of program development and implementation.
2. Modern principles and practices of prevention and intervention services.
3. Effective strategies for working with youth.
4. Community-based organizations, educational agencies, law enforcement agencies, and other organizations which would participate in and support student programs.
5. Recent trends and developments, current literature, and sources of information related to youth development programs.

Ability and Skill to:

1. Develop, act upon, and assess goals and objectives.
2. Elicit community support for program.
3. Manage multiple competing priorities efficiently and effectively.
4. Successfully plan, organize, and direct an assigned project from start to finish.
5. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
6. Establish and maintain effective working relationships with various constituencies.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. 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 a Bachelor's degree from an accredited college or university with major course work in health sciences/health education, social work/counseling, psychology, human services, or a related field, and experience with youth development programs and/or providing prevention education and intervention services for youth.

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 variable pressure.

7/16; 8/17, 3/19