



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

Project Assistant, Power of Discovery

Class Code: 1474

Work Days: 225

GENERAL PURPOSE

Assist in the development, implementation, evaluation, coordination, and maintenance of the Orange County Power of Discovery (POD) program in coordination with the Orange County Science Technology Engineering and Mathematics (OCSTEM) Initiative. Provide overall programmatic support to the POD: STEM 2 statewide and local initiative to increase the quantity and quality of STEM learning in extended learning programs; and provide support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being 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. Provide technical assistance and support to increase the quantity and quality of STEM learning opportunities available to children and youth in expanded learning programs.
 3. Partner with community stakeholders to improve the quality and outcome of STEM teaching and learning in Orange County.
 4. Initiate, facilitate, or deliver trainings and workshops to build the confidence and competence of staff integrating STEM learning in expanded learning settings.
 5. Establish and maintain partnerships with schools, service providers, community organizations, funders, and extended learning programs locally and statewide.
 6. Support cross-divisional and programmatic collaboration.
 7. Demonstrate attendance sufficient to complete the duties of the position as required.
 8. Perform related duties similar to the above in scope and function as required.
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QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Effective strategies for working with children and youth related to extended learning programs.
2. Integrating STEM into K-12 education and extended learning programs.
3. Goal planning strategies and the development of objectives, brainstorming, and event planning strategies.

Ability and Skill to:

1. Speak effectively before school personnel, community partners and others contacted in the course of work.
2. Develop, assess, and act upon goals and objectives.
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; and 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 in health, human services, instruction, or any related field; experience in implementation and communication regarding extended learning programs and STEM strategies; or an equivalent combination of training and experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

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 essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.