



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

**Class Code: 4033  
Date Adopted: July 1, 2008**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Program Support Assistant – Safe Schools**

**GENERAL PURPOSE**

Under general supervision, performs a wide variety of difficult and responsible specialized technical and administrative duties in support of OCDE's Alternative Education Safe Schools and Support Services Programs; interacts with school district administrators and other personnel, parents, and staff to provide information, answer questions, and encourage participation in Safe School programs; assists in the implementation and coordination of special events; researches potential business partners and sources of grant funding; member of the grant writing team; manages confidential documents and files; recruits potential short term employees for programs; assists in evaluation and report writing for federal, state, and local grants; handles communications with community partners; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Program Support Assistants - Safe Schools are responsible for independently performing a wide variety of difficult and responsible technical and administrative functions requiring detailed knowledge of OCDE's Alternative Education Safe Schools programs. Assigned work requires the use of initiative and judgment, the ability to develop sound solutions to difficult problems and demonstrated skill in handling routine to complex questions, complaints, and problems based on knowledge gained through experience. Incumbents use advanced word processing, spreadsheet, and graphics skills in the development of technical documents and presentation materials.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Encourages community partnership and collaboration in OCDE's Safe Schools programs; contacts potential partners and shares information about safe school's programs; creates and distributes program materials to potential community partners.
2. Interacts with community partners to provide information, answer questions about programs, program content, and facilitates partnership.
3. Coordinates and makes arrangements for a variety of trainings, meetings, conferences, and special events; secures event locations; data enters participant registration information; invoices participants, collects fees, and records payments; arranges room and equipment setup/cleanup and catering/refreshments.

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

4. Provides assistance to Program Administration for development of grant budgets; monitors expenditures; researches and resolves discrepancies; locates pertinent information and prepares it for attachment to proposals.
5. Participates on grant writing team, supports a variety of tasks related to completion of grant proposals; researches relevant topics, writes and edits copy, assembles materials for submission; and performs research to find new grant opportunities.
6. Organizes, maintains, and updates a variety of records, documents and files; compiles and analyzes statistics to identify program trends.

## **OTHER DUTIES**

1. Coordinates staff morale building activities.
2. Attends a variety of meetings, training sessions, conferences, committees, workshops, and seminars.
3. Conducts special projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. OCDE organization, rules, policies, procedures, and operating practices related to areas of responsibility in the Safe Schools programs.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
3. Terminology, work processes, and local, state, and federal requirements applicable to areas of assigned responsibility.
4. Advanced uses of word processing, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
5. Research techniques, methods, and procedures.
6. OCDE administrative policies, procedures, and approval processes.

### **Ability to:**

1. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
2. Interpret, apply, explain, and reach sound decisions within established guidelines, policies, and procedures.
3. Manage multiple and rapidly changing priorities to meet the needs and expectations of program management and client school districts.
4. Make advanced uses of spreadsheet and other software to develop and maintain complex master schedules to ensure enrollment targets and minimums are met, utilizing a large number of interdependent variables.
5. Represent OCDE effectively in providing program information, negotiating and scheduling accommodations, and encouraging program participation by school districts.
6. Compose correspondence, prepare documents, and make arrangements from brief instructions.

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**Ability to: (cont.)**

7. Communicate clearly and effectively, orally and in writing, in English.
8. Prepare clear, accurate, and concise records and reports.
9. Maintain highly sensitive and confidential information.
10. Deal with sensitive and difficult situations.
11. Establish and maintain highly effective working relationships with OCDE and program management, administrators, staff, teachers, parents of participating school districts, other interested organizations, the public, and others encountered in the course of work.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in business management or a related field; and three years of increasingly responsible office administrative experience, at least two of which provided familiarity with OCDE's Safe Schools programs; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

**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 sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve non-routine and difficult scheduling and administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with OCDE and program management, administrators, staff, teachers, parents of participating school districts, other interested organizations, the public, and others encountered in the course of work.

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## **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. The employee works under typical office conditions, and the noise level is usually quiet.