

SPECIAL PROJECT DIRECTOR

80% FTE

Workforce Education Program

MONO COUNTY OFFICE OF EDUCATION

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Workforce Education Program

Definition:

Under the direction of the County Superintendent or designee the Special Project Director plans, organizes, implements, and facilitates classes and meetings associated with the program.

Supervision Exercised and Received:

An employee in this classification receives supervision from the Superintendent, or his/her designee within a broad framework of policies and procedures. This employee will also coordinate and work closely with Department of Social Services personnel.

Examples of Duties and Responsibilities:

Duties and responsibilities may include but are not limited to the following:

- Administer project in accordance with the relevant policies and regulations of the Board of Education, the State Department of Education, Education Code, and MOU Requirements,
- Facilitate communication with other professional educators, agencies, service providers, local organizations, and advisory committees as needed.
- Have knowledge of community resources for referral purposes.
- Implement project programs, policies, and procedures as required.
- Coordinate and collaborate with Department of Social Services and other agency personnel.
- Plan, schedule and facilitate meetings, as needed.
- Facilitates the implementation of project.
- Participate in designated training to develop specialized skills; apply expertise to relevant needs as directed.
- Assist in the development and maintenance of positive /productive relationships between all project stakeholders.
- Research, prepare, plan, (in some cases) write and deliver curriculum and instruction.
- Develop, supervise and monitor program budget.
- Prepare reports documenting program progress and monitor program success.

Ability to:

- Work well with others and promote a positive working environment.
- Plan and organize the program.
- Analyze situations accurately and adopt an effective course of action.
- Travel throughout the county, region and state for conferences/meetings, as needed.
- Complete tasks in a timely manner.
- Communicate effectively in written and oral forms.

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- Be a self motivated independent worker
- Appropriately prioritize activities.

Qualifications, Education and Experience:

Bachelor of Arts/Science Degree

Education and experience necessary (but not required) to successfully accomplish the above stated duties and responsibilities of the position.

1. Employment in a public education setting desirable
2. Experience planning and implementing scope and sequenced curriculum.
3. Experience working with community agencies that interface with public education.
4. Experience managing and maintaining budgets for educational budgets.
(Credentialed Teacher preferred) (Bilingual Preferred)

Physical Requirements:

Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting fifty-five (55) pounds on an occasional basis and in excess of fifty-five (55) pounds with assistance. Ability to work at a desk; ability to stand for extended periods of time; ability to see for purposes of reading rules and policies and other printed matter; ability to hear and understand speech at normal levels; ability to communicate so others will be able to clearly understand; ability to operate office equipment; ability to bend and twist; ability to reach in all directions.

Other Requirements:

- Possession of valid driver's license
- TB testing
- Fingerprint background check
- Compliance with the MCOE dress code and other policies

Probationary Period: One Year

Salary Range: \$38,000.00 - \$46,700.00 per year (not including benefits) for an 80% FTE. (Funded by Grant Money and is subject to possible changes.)

Go to Edjoin.org to apply <http://www.edjoin.org> or click here [Click Here](#)

Application deadline: 1/2/2015 11:55 PM Pacific

12/05/14