

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, AVID/College Horizons

DEFINITION

Under direction, assists in recruiting, placing, and monitoring tutors; assists in planning and implementing tutor training and student leadership activities; presents college information sessions in secondary schools; assists in implementing SAT preparation programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, AVID/MESA/College Horizons

SUPERVISION OVER

Professional, technical, and clerical staff as assigned

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all the tasks which may be found in positions within this classification.)

Assists in managing the tutor program including recruiting, hiring, and placing tutors, scheduling and publicizing tutor training; monitoring tutor schedules, attendance, and hours, and demonstrating model tutorial lessons in classrooms; assists in planning and implementing student leadership activities including attending and assuming leadership in tutor training workshops, and coordinating and implementing student leadership workshops; presents college information sessions in secondary schools, assists in implementing SAT preparation sessions for AVID students and general classroom groups.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Equivalent to a Bachelor's degree and successful experience in supervising high school and/or college students and/or adults; experience designing and implementing youth development activities; working with computer databases, spread sheets, and word processing; successful experience working in schools as an outside agent desirable.

Knowledge, Skills, and Abilities

Knowledge, skills and ability to plan, implement and monitor workshops and presentations on college advisement, AVID methodologies including the tutoring and mentoring component of the AVID/College Horizon program; assist in developing program goals, and setting priorities; recruit, select and monitor tutors; work cooperatively and effectively with individuals and groups, maintain positive working relationships with school and district personnel and institutions of higher education throughout the county and region; ability to utilize multimedia approaches to conduct trainings.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel using own transportation with mileage reimbursement; and willingness to travel within the state as required.

Approved by Personnel Commission 10-24-00