

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Project Specialist I, Prevention & Student Services**

**DEFINITION**

Under direction, organizes, facilitates, promotes, and monitors programs and activities for parents, administrators, teachers, children, youth, and educational support personnel including parent involvement in schools, school-based youth development/asset development, tobacco, alcohol and other drug prevention programs, violence prevention, and school safety. Coordinates and monitors program and curriculum evaluation activities including pilot sites, field review processes and control/comparison sites. Performs other duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Director II, Prevention and Student Services

**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 tasks which may be found in positions within this classification.)

Assists in planning, conducting, and coordinating program activities including trainings, workshops, and evaluation processes to assist school districts in Sacramento County and throughout the state with strengthening existing parent involvement, youth development and prevention programs or implementing new programs; provides technical assistance regarding proven and promising program models; prepares and conducts workshops for educators and parent groups; conducts site visits; coordinates and monitors programs and evaluation sites; assists with the development and selection of curricula and informational materials; coordinates development and distribution of newsletters; assists with the maintenance of resource library for educators and parents; assists department director with the preparation of program and evaluation reports.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Possession of a Bachelor's degree or equivalent and a minimum of two years work experience in youth development, parent involvement, or drug, alcohol and tobacco use prevention education programs sponsored by education, government agencies or community based organizations. Experience and training in the field may be considered equivalent to formal education. Experience in the development, implementation, and evaluation of successful programs including preparing applications for funds, conducting workshops, and working with multi-agency planning teams desirable.

Knowledge, Skills, and Abilities

Knowledge of current youth development, parent involvement and drug, alcohol and tobacco use prevention research, programs and strategies; technical writing skill; ability to plan, develop, implement and evaluate educational programs; ability to plan, develop and conduct workshops and training sessions; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to others; skills to develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; skills and knowledge to establish and carry out program evaluation and monitoring procedures.

Other Characteristics

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

Approved by the Personnel Commission on June 17, 1998