

# **Sacramento County Office of Education Job Description**

## **Classification Title: Project Specialist II, Cal-SOAP Consortium**

### **DEFINITION**

Under general direction coordinates the Cal-SOAP (California Student Opportunity and Access Program) advising and/or academic programs; performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

### **DIRECTLY RESPONSIBLE TO**

Director, Cal-SOAP Consortium

### **SUPERVISION OVER**

Professional, technical, and clerical staff as assigned

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

#### **College Advising Program**

Plans, organizes, implements and manages the college advising program in selected schools for Cal-SOAP; identifies and selects students who will receive advising services; assists in the design of classroom college advising program curriculum and materials; recruits and supervises graduate students to work as college advisors; maintains ongoing training to ensure college advisors have current information; coordinates with school counselors to schedule classroom visits, and insures proper materials are available for visits; coordinates, assigns, and creates master schedules for all presenters; distributes and collects presenter materials; acts as site coordinator on visitation days; assists in developing program assessment survey; coordinates the collection and tallying of student surveys; screens information forms and selects students for small group advising conferences following prescribed criteria; schedules and conducts small group advising conferences for schools; may advise and mentor students throughout the college admission process; facilitates the use of Cal-SOAP assistants in conferences and mentoring; researches current financial aid college admission requirements; attends professional conferences and Advisory Committee meetings as requested; represents the Cal-SOAP statewide and nationally; tracks budget and monitors expenditures.

#### **Academic Program**

Manages the Cal-SOAP academic program, including recruiting college students to work as tutors; conducts Advancement Via Individual Determination (AVID) Tutorology training; trains staff to assist in AVID Tutorology training; develops career exploration workshops and trains tutors to lead career exploration activities; monitors tutor schedules, attendance, and hours; monitors program expenditures to ensure compliance with grant requirements; evaluates school site data to determine eligibility to receive academic program services; plans and implements student leadership activities; works with school site administrators to prepare cost estimates (based on tutor needs, class schedules, and services dates) for contract tutor placements in schools; works with project director and district administrators to develop memoranda of understanding for district-wide contract tutor services.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Equivalent to a bachelor's degree and extensive experience in presenting to groups including middle/high school students and parents; successful experience working in schools as an outside agent; demonstrated

experience in developing and managing complex schedules and systems, and using effective interpersonal communication skills.

**Knowledge of:**

Public and private college/university admissions, financial aid, and entrance test policies and procedures; student college preparation strategies; high school college preparatory academic practices and procedures; AVID methodologies including the AVID tutorial model; principles of supervision; standard software applications.

**Skill and Ability to:**

Plan, implement and monitor workshops and presentations on college advisement; communicate effectively in both oral and written form with diverse groups; develop program goals, set priorities and monitor expenditures; select and supervise tutors; effective interpersonal skills to develop and maintain positive working relationships with individuals and groups; operate standard office equipment including a computer; 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 and out of the state as required.

Revisions approved by Personnel Commission 7/14/15  
Revisions approved by Personnel Commission 11/13/12  
Former title: Project Specialist II, College Horizons/Cal-SOAP  
Revisions approved by Personnel Commission 10-24-00  
Approved by Personnel Commission 5-18-99