

**Job Summary:**

Under the direction of program supervisor, the Special Projects Assistant is responsible for coordinating specialized tasks and program projects to ensure completion in an efficient and organized manner. The position processes for organization and monitoring of daily program related tasks are maintained, workshops and trainings are organized, data is collected for program evaluation and effective communication and collaboration with project participants and programs as well as other staff is provided to complete assigned tasks or projects that directly support school programs.

**Essential Functions:**

- Assists and supports the supervisor with all necessary administrative duties including making arrangements for meetings, conferences and workshops, coordinating travel arrangements, scheduling appointments;
- Acts as a receptionist answering phone, greeting visitors to furnish information regarding the program;
- Assists in gathering, organizing and processing data for the purpose of compiling reports and facilitating project growth;
- Communicates with various program stakeholders and organizations for the purpose of maintaining clear communication and for keeping current on project changes and needs;
- Composes correspondence, contracts and agreements, and reports in a timely manner to appropriate parties/participants;
- Enters program data for the purpose of ensuring the completion of required forms and reports necessary for maintaining program quality and operation effectiveness;
- Maintains accurate records for the purpose of ensuring that documentation is organized and available;
- Provides administrative support for the purpose of ensuring that specialized tasks and projects are completed in a timely manner;
- Creates/disseminates reports, brochures, and fliers for the purpose of ensuring that information is readily available and given to programs and/or project participants in a timely manner;
- Plan and assist in the coordination of county wide events, training, workshops and in-services to keep program and project participants informed and ensuring maximum usage of resources to programs;
- Maintains the program website to provide pertinent, up-to-date information for employees, district staff and the public;
- Travel to various locations within the and outside of Tulare county;
- Performs other related duties as assigned to provide support to the program;

**Responsibilities include:** working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department;

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Skills:**

- give presentations to groups of various size and backgrounds;
- make independent decision; protect confidentiality of student information and records;
- work collaboratively with all staff, school district personnel and other vendors;
- operate standard office equipment;
- keep records in a computer-based information system;
- prepare and maintain accurate records;
- Communicate effectively

**Knowledge of:**

- Positive public relations strategies;
- office and records management;
- personal computers, electronic mail systems, software, websites, etc.;
- TCOE policies and procedures;
- Expanded Learning program policies and procedures;

**Ability to:**

- manage records;
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases
- create, update, maintain and share Google documents/slides/sheets;
- understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- communicate effectively orally and in writing;
- travel, locally, using own vehicle;
- attend in-service training, meetings, classes and conferences within and outside of the county;

**Experience Required:**

- One year working in an educational setting;
- Experience working in an after-school or expanded learning program desired;

**Education Required:**

- High school diploma or equivalent;
- Associates Degree or 48 semester units from an accredited college/university required;

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;
- Must possess an automobile for travel on the job;

**FLSA Status:** Non-Exempt

March 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.