

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JANUARY 2014**  
**RANGE: 43.5**  
**CLASSIFIED**  
**CODE: 4**

### **SPECIAL SERVICES FACILITATOR**

#### **DEFINITION**

Under general direction, perform a variety of specialized and technical functions;

perform complex technical functions involving general accounting and position control operation and clerical functions necessary in maintaining financial and statistical records;

utilize manual and computer assisted processes to perform difficult and technical financial calculations, monitoring and clerical functions;

assist in the planning, organization, and compilation of assigned special projects;

use independent judgment due to scope of duties that represent responsible sensitive and complex assignments;

perform other related work as required.

#### **EXAMPLES OF DUTIES**

Plan and coordinate training for Williams Settlement Beneficiary schools and districts, and collect and track collection of statutorily-required data submissions from those institutions;

plan and coordinate training for the teams representing Kern County Superintendent of Schools in the annual Williams Settlement visits and assign individual visits to employees on the basis of submitted calendar availability;

select the annual Williams Settlement fall visit schedule for approximately 100 Kern County schools;

responsible for assembling the quarterly district and annual Kern County Board of Education and Kern County Board of Supervisor reports associated with the Williams Settlement Act;

arrange for proper records retention of Williams Settlement records and data, taking into consideration the possible audit of those records;

under direction, review School Accountability Report Cards of all Williams Settlement Beneficiary Schools for proper reporting of Williams visit findings, report the results of that review to the director and represent the results on each district's quarterly report;

coordinate/facilitate assigned special projects, i.e., Teacher Job Fair, Annual Employer Notices/Posters placement, Annual Employee Document Verification Process, and CalPADS-ORA reporting;

request information and data, review the data and compile accurate and comprehensive reports and surveys;

respond to inquiries which involve the interpretation of policies, regulations, and operational procedures;

attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment, and confidentiality;

maintain a calendar of activities and events for the department;

plan, develop, and implement office procedures and working forms;

participate in the development of program work plans;

develop schedules and time lines to ensure all activities, reports, and related duties are completed by established deadlines;

perform general database support duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Working knowledge of QCC/QSS software programs;

organization and planning methods, trends, techniques and practices;

public education goals and objectives, and the operational objectives of the specific areas of responsibility of the administrator;

legal mandates, policies, regulations, and operational procedures which govern the activities of the administrator's office;

communication techniques, strategies, and procedures;

data collection and management.

### Ability to:

Advanced abilities with Microsoft Excel, Microsoft Word, Adobe Acrobat Pro;

use strong organizational skills and pay attention to details;

use web tools to design and manage database collection systems;

use strong interpersonal skills;

interact with internal and district employees at all levels;

conceptualize and assist in the design of information data collection and other processes, including the ability to analyze those processes for improvement and efficiency;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

manage multiple programs and responsibilities with guidelines and timeliness.

### Experience:

A minimum of three (3) years of experience providing technical assistance and support preferably for educational related programs.

Experience in establishing and maintaining data collection systems and reporting.

Experience in support, planning, and coordination of training activities.

Education:

Equivalent to the completion of the twelfth grade, supplemented by post high school course work in business related studies.

Bachelor's degree in Business Administration, Organizational Management, or related field is preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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