

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2020
RANGE: 42.0
CLASSIFIED
CODE: NONE

PROJECT FACILITATOR – PREVENTION PROGRAMS

DEFINITION

Under supervision, the Project Facilitator-Prevention Programs is responsible for planning and executing a broad range of assignments in support of projects developed by the assigned Division.

EXAMPLES OF DUTIES

Plan and schedule work activities for implementation;

coordinate program timeline to ensure all activities, reports, and related duties are completed by deadlines;

perform specific and general database support duties as assigned;

compile, manage, and maintain a variety of reports and logs;

assist in the compilation of program progress and reports;

review, audit, and monitor the development of a variety of technical reports and statistical data;

collect, input, and monitor data required for program outcomes, may include Medi-Cal Administrative Activities (MAA) and Local Education Agency (LEA) Medi-Cal;

maintain program websites to include updating available resources;

develop, write, and edit promotional material;

support, plan, and coordinate meetings, trainings, and events provided by prevention program staff;

attend meetings, planning sessions, and presentations as needed and take and transcribe notes into summary form;

coordinate, facilitate, and participate in student and parent engagement activities;

set up and maintain a variety of specialized and general office files;

assist in the maintenance of confidential information/files;

attend professional development workshops, trainings, and conference;

perform other work-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Data collection, data entry, record keeping, and computer skills;

use of current office procedures, methods and technology including database software, financial spreadsheets, publishing software, and advanced word processing systems;

community agencies and organizations, services, and resources in Kern County;

English usage, spelling, grammar and punctuation;
excellent written and verbal communication skills;
problem solving techniques.

Ability to:

Maintain essential core competencies required for the position;
maintain professional conduct;
interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;
research, compile, and analyze data and information essential to the functions of prevention programs;
maintain accurate records and prepare reports;
maintain confidentiality of information;
work cooperatively with department employees, agency staff, member district staff, and a variety of stakeholders;
manage multiple tasks and responsibilities within guidelines and timelines;
communicate accurately and concisely, both orally and in writing.

Experience:

Two (2) years of experience in relevant human services field, preferably in a K-12 school-setting;
experience working with stakeholders from various socio-economic, ethnic, and cultural backgrounds;
experience in evaluation and data collection activities;
experience in support, planning, and coordination of training events and activities.

Education:

Bachelor's degree or a minimum of 60 post high school units required, preferably in Social Sciences or a related field.

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.

CP: rn

8/7/2020

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