

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2023
RANGE: 42.0
CLASSIFIED
CODE: 2

PROJECT FACILITATOR
STEAM AND EXPANDED LEARNING

DEFINITION

Under supervision of the Coordinator III- Expanded Learning, the Project Facilitator–STEAM & Expanded Learning will provide assistance and implementation support for projects developed by the STEAM and Expanded Learning department.

EXAMPLES OF DUTIES

Participate in the development of program work plans;

develop schedules, calendars, and timelines to ensure all activities, reports, and related duties are completed by program deadlines;

perform general database support duties as assigned;

answer questions and provide information and technical service to the public and partner organizations regarding STEAM and Expanded Learning projects and programs;

develop, write, and edit project materials;

order and maintain necessary supplies;

support in the coordination of program meetings;

attend and participate in program meetings as required;

utilize and maintain equipment and materials used in the STEAM yard;

facilitate small group STEAM activities with students;

coordinate with other internal and community-based organizations to support STEAM and expanded learning projects and programs;

compile and maintain a variety of reports and data.

QUALIFICATIONS

Knowledge of:

Data collection and management;

basic concepts of child growth and development and developmental behavior characteristics;

student behavior management strategies and techniques;

background in STEAM education, strong in thematic/concept/activity based programs;

use of current office procedures, methods and technology;

English usage, spelling, grammar, and punctuation.

Ability to:

Interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

work cooperatively with other departments, outside agencies and the public;

communicate clearly and concisely both orally and in writing;

maintain records and prepare reports;

maintain confidentiality of information;

demonstrate an understanding, patient, and receptive attitude toward students of varied age groups including, adults in small as well as large group activities;

establish and maintain cooperative working relationships with children and adults;

manage multiple programs and responsibilities with guidelines and timelines.

Experience:

A minimum of three (3) years of experience providing clerical and technical assistance and support preferably for STEAM and expanded learning programs.

One year of paid or volunteer experience working with children.

Experience in establishing and maintaining grant evaluation/data collection or similar data collection and reporting.

Education:

Associate's degree or 60 or more units required.

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: ra

11/7/23

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