

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED/SEPTEMBER 2010  
RANGE: 42.0  
CLASSIFIED**

**PROJECT FACILITATOR – INSTRUCTIONAL SERVICES**

**DEFINITION**

Under supervision, the Project Facilitator–Instructional Services will provide assistance and implementation support for projects developed by the Teacher Development Program.

**EXAMPLES OF DUTIES**

Participate in the development of program work plans;

develop schedules and time lines 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 Teacher Development Program’s projects and programs;

develop, write, and edit promotional material;

order and maintain necessary supplies;

support in the coordination of program meetings;

attend and participate in program meetings as required;

set up and maintain specialized electronic and paper office files;

compile and maintain a variety of reports and data.

**QUALIFICATIONS**

Knowledge of:

Data collection and management;

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;

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 teacher recruitment and pre-service programs.

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

General knowledge of statewide teacher certification process and the statewide institutions that guide the profession.

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.

TS: gs

12/8/15

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