

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2011
RANGE: 42.0
CLASSIFIED
CODE: #

PROJECT FACILITATOR – SELPA
(Special Education Local Plan Area)

DEFINITION

Under supervision, the Project Facilitator – SELPA will provide assistance and implementation support for the projects and functions of the Special Education Local Plan Area (SELPA).

EXAMPLES OF DUTIES

Plan and schedule work activities for implementation;

coordinate SELPA calendars 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 SELPA progress and annual program reports;

review, audit, and monitor the development of a variety of technical reports and statistical data required by the California Department of Education;

maintenance of the SELPA website;

conduct surveys of SELPA member districts and stakeholders;

process a variety of inquiries and referrals from private providers, agencies, and member districts;

prepare materials for use in presentations by SELPA administrative staff;

support, planning, and coordination of training events provided by SELPA administrative staff;

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

order and maintain necessary SELPA supplies;

establish and maintain tracking of SELPA support materials;

assist SELPA administrative staff with budget planning and expenditure control procedures;

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

perform other work-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Data collection and management strategies and methods;

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

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 the SELPA;
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;
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:

Associate's degree or a minimum of 60 post high school units required, preferably in Human Services 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.

TS: gs

12/8/15

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