



TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PROGRAM SPECIALIST – BRIDGE TO COLLEGE AND CAREER

DEFINITION:

Under supervision of the Project Director of the Bridge to College and Career Department the Program Specialist will organize, plan, and execute program goals and objectives; to assist students and families in making informed decisions about college and career opportunities. The Program Specialist will assist with other duties as assigned to ensure that the goals and objectives of the grant and Bridge to College and Career office are met.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

This position may not include all of the listed duties, nor do all of the listed examples include all tasks, as needed or required, which may be found in positions within this classification.

PROGRAM DEVELOPMENT AND MANAGEMENT

- Assess needs of student population served and work with school administrators, counselors, and teachers to determine the best method of providing services.
- Design, plan, and implement programs within target program for student success.
- Establish cooperative relationships with other outreach programs and departments to enhance the administration and delivery of programs and special projects.
- Cultivate and maintain a broad range of working relationships with students, school staff, administrators and community organizations.
- Manage collection and evaluation of program data.
- Prepare reports for evaluation of program outcomes and effectiveness.
- Follow and meet all federal regulations and program objectives; communicate these goals with participants, parents, and staff at target schools.
- Serve as the program liaison with contact personnel at target schools.
- Travel throughout the county in this position to the target school sites will be required.

OUTREACH AND SUPPORT

- Develop regular schedules of program activities in conjunction with target schools.
- Support students and parents regarding higher education opportunities and career pathways.
- Develop and present workshops about post-secondary admissions requirements, career pathways, student services programs and financial aid.
- Conduct college application workshops and assist students with the post-secondary application process.
- Represent the organization and department at regional events, workshops, meetings and conferences.
- Develop written material for program publications.
- Coordinate student programs in conjunction with other outreach programs and departments.
- Assist with the application and selection process, student placement, transportation and program development and evaluation.
- Make presentations and provide information to general populations of prospective students.
- Serve on various committees and community organization boards to set policy, strategy and direction for programs to improve opportunities for students.
- Assist in other areas of the department during peak workload periods.



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STUDENT SUPPORT SERVICES

- Coordinate special student enrichment activities such as college entrance exam test preparation and workshops.
- Develop student enhancement materials to increase the eligibility and competitiveness of students.
- Identify needs of each target school and develop curriculum and work plans.
- Work individually with students to increase awareness of educational opportunities and personal and student strengths and challenges.
- Provide student support to ensure that students are successful while in the program for their educational and career goals.

CONFERENCE AND VISIT COORDINATION

- Coordinate campus/career visits with schools/employers and participants.
- Develop itinerary, identify facilities, train staff and confirm transportation schedules for events.
- Organize parent meetings.
- Develop agenda, solicit participation from school site, volunteers, administer evaluation and develop a mechanism for follow-up.
- Create budget for events.
- Assist office staff with event coordination, planning, and other events throughout the year.

EDUCATION AND EXPERIENCE:

Any combination of experience, training and education that would provide the required knowledge and abilities is qualifying.

- Bachelor's Degree or required in education, counseling, social work, educational leadership, higher administration, or an appropriate field related to Project objectives.
- Minimum of two (2) years of academic operations support of appropriate and relevant professional experience.
- Experience providing student support services and college, career, financial aid and economic literacy information to an assigned caseload of students.
- Experience support and assisting low-income and potential first-generation college students with the college admissions and financial aid process on an individual and group basis.
- Professional or personal experience in overcoming barriers similar to those confronting project participants.

KNOWLEDGE OF:

- Knowledge and ability to use multiple technological tools and formats, as well as, the proper utilization of social media platforms.
- Student support and college, career, financial aid and economic literacy activities and related services, computer programs, databases, data collection and reporting.
- Post-Secondary education and career application process.



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ABILITY TO:

- Maintain confidentiality.
- Work effectively with several target schools' personnel and administrations.
- Foster collaborative relationships with school and district administration to ensure district/school support, program coordination and student success.
- Possess strong time management skills to effectively scheduling workshops and events.
- Effectively maintain a caseload of Project Participants and provide them with services and activities as indicated on their Individual Student and Program Plans.
- Document services provided to assigned participants.
- Speak in public and be comfortable networking with a wide variety of individuals and groups

PHYSICAL DEMANDS:

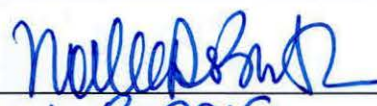
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: _____ September 2, 2016 _____	Revised: _____ July 8, 2019 _____
APPROVED	
Print Name: _____ Noelle DeBortoli _____	Title: _____ Executive Director, Human Resource Services _____
Signature: _____  _____	
Date: _____ July 8, 2019 _____	