TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
ENRICHMENT AND COMMUNICATION
DESIGN SPECIALIST - SERRF

DEFINITION:
This position is responsible for developing program enrichment activities and effective communication strategies to professionally represent, organize, plan and execute TCDE/SERRF program goals and objectives.

ESSENTIAL FUNCTIONS AND JOB DUTIES:
Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Responsible for a variety of technical and complex clerical and coordination of tasks without supervision. Create and disseminate a variety of materials and publications for SERRF and Makerspace from oral directions, rough drafts, handwritten notes, newsletters, flyers or charts using a variety of software. Obtain, organize, and compile materials, resource library, and supplies as necessary. Prepare purchase orders, audit for accuracy, maintain inventory of program supplies and materials. Develop a range of digital resources to optimize classroom/enrichment learning and ensure ongoing learning outside of formal setting. In consultation with credentialed staff and other program leads assist in the creation and development of curriculum and resources aligned with SERRF program goals/objectives.

Develop and implement STEAM lessons used in the Makerspace, SERRF Program, district school sites, and community events. Communicate with school district personnel, parents, the board, and community groups to plan for and share Makerspace information. Plan, organize, promote, and coordinate activities including: trainings, workshops, meetings, and publicity events. Provide support to staff through on-site coaching, mentoring, and modeling of lessons and best practices. Communicate with district personnel and community members in understanding program goals and objectives and enlist their support and involvement in the program. Conduct information gathering for the purpose of evaluating and adjusting program plan when necessary.

Perform a variety of functions and activities related to program goals and objectives. Assist with and coordinate substitute coverage, public relations, community and sustainability activities. Disseminate information and assist in recruitment activities; Drive frequently for department business.

EXPERIENCE AND EDUCATION:
Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described; A Bachelor's degree in a related field required. Progressively responsible experience in the conceptualization, design, creation, and production of graphics, web, and print materials. Experience in education with specific experience in planning and implementing activities.

KNOWLEDGE OF:
Purpose, goals, and objectives of educational programs, including Expanded Learning Programs, Makerspace, library/resource circulation, and cataloguing/organizing procedures, Organization, procedures, and operating details of the department to which assigned. Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation. Current educational research and issues, content, and pedagogy including effective instructional strategies and research-based best practices in a variety of curricular areas of education. Key adult and student learning theories and methods of instruction, continuous improvement practices, quality professional development theories.
ABILITY TO:
Maintain confidentiality. Understand and follow operating procedures in alignment with the policies, goals, and missions of the organization. Understand long-term and short-term goals and outcomes for all aspects of the program. Analyze situations carefully and adopt effective courses of action. Learn, understand, and apply new knowledge as technology and computer systems change. Recommend changes and enhancements as appropriate. Meet schedules and timelines. Plan and organize work. Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and website computer programs. Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor. Work effectively with constant interruptions. Deal effectively with a wide variety of personalities. Communicate effectively and maintain cooperative working relationships with TCDE/SERRF staff, district administrators and teachers, school boards, business partners, and community members. Develop and understand long-term goals and objectives and evaluate the effectiveness of programs and make recommendations for improvement.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and evidence of insurance. Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:
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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APPROVED
Print Name: Chinny Clawson     Title: Director, Human Resource Services
Signature: [Signature]