



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROJECT LEAD

DEFINITION:

Under general supervision, this position provides leadership and oversight for the TRIO Talent Search program within Tehama County Department of Education. This position is responsible for planning and executing designated program goals and objectives with an emphasis on serving the students of Tehama County through community collaborations and partnerships.

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.

Program Management and Development

- Manage designated program(s) and supervise staff at all sites. Develop and implement a detailed timeline of activities based on the needs at each site.
- Design strategies to encourage active participation by parents, public, and private providers to ensure an array of preventive and support services for children and families.
- Establish program evaluation systems, including an evaluation plan and data collection that coordinates with the state system of evaluation, including timely submission of required reports.
- Prepare Annual Performance Reports (APR) and maintain records.
- Review for accuracy all reports and records of participating agencies.
- Research funding sources to ensure the long-term sustainability of the program(s) in the community.
- Monitor budgets and expenditures for the purpose of ensuring expenses are within budget and sound fiscal practices are followed.

Community Engagement and Partnerships

- Interface and develop strong relationships with all community partners and public agencies to promote services, including public presentations/education to promote the program in the community.
- Develop and present information to the public to promote the program in the community.
- Represent the program at all levels of policy-making and program development (i.e., district, city, regional, and state) and integrate internal and external resources.
- Collaborate with State and Federal Departments of Education for the purpose of implementing and maintaining services and/or programs.
- Coordinate services with various constituents.

Personnel Management and Support

- Participate in the selection, assignment, supervision, and evaluation of personnel;
- Act as a resource to staff in problem-solving and providing feedback regarding issues that may arise.
- 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 is qualifying;

- Bachelor's Degree in a human services field (i.e. social work, counseling, public administration, education, psychology) is required.
- Master's Degree in related field is preferred.



Tehama County Department of Education
Job Description
Project Lead

Official: 
Effective: 11/08/2024

- Two years' experience working in or with education systems (early childhood and K-12) or related field (social work, public administration, business administration).
- Experience with developing and monitoring budgets.
- Valid California driver license and evidence of insurance.
- Bi-lingual (Spanish and English) and bi-cultural skills desirable.

KNOWLEDGE OF:

- Federal and State accountability systems and sanctions.
- Federal, State and Education codes, laws and regulations regarding programs, assessment, data collection, and accountability.
- Principals of providing work direction, guidance and effective evaluation/feedback to assigned staff.
- K-12 programs (depending upon the program assigned).
- Computer applications and software, including word processing, database, and desktop publishing programs.
- Communication skills; interpersonal skills, schools district and/or county office administrative procedures and operations, correct English usage, spelling and punctuation.
- Telephone techniques.
- Bookkeeping and record keeping principles and procedures.

ABILITY TO:

- Effectively provide leadership and manage the multiple federal, state and local funded programs.
- Understand, interpret, and apply laws, policies, rules and guidelines that govern programs.
- Work effectively with districts, community, outside agencies, and staff.
- Communicate effectively both orally and in writing with staff, administration, school site personnel, district administration, and community stakeholders.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Analyze situations accurately and adopt an effective course of action. Create and implement long-term and short-term goals of assigned program.
- Conduct effective meeting and staff development activities.
- Supervise, motivate, train and evaluate staff.
- Work independently with little direction and maintain current knowledge in the program assigned.
- Speak, read and write appropriate English.
- Understand and carry out oral and written instructions/direction with minimal supervision.
- Type and have computer skills at a level necessary for expected job performance.
- Establish and maintain cooperative working relationships. Work flexible hours.

LICENSES AND OTHER REQUIREMENTS:

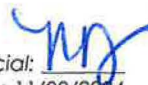
- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

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



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TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: June 8, 2023 Revised: November 8, 2024

APPROVED

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 