



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROJECT SPECIALIST – TEACHER INDUCTION

DEFINITION:

Under minimal supervision of the Administrator of the Department, this position will professionally represent and carry out the program vision and expectations. This position will perform a variety of responsible, technical, and complex coordination, bookkeeping, reporting, and secretarial duties in support of the supervisor.

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 that may be found in positions within this classification.

- Responsible for a variety of technical and complex secretarial and coordination tasks without supervision.
- Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor.
- Compose and prepare a variety of correspondence, documents, and forms.
- Manage program paperwork.
- Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems for program and supervisor.
- Develop and maintain procedures, and databases, for a variety of department functions. Maintain a database of all candidate, mentor, and district records.
- Receives and tracks all MOU fee payments and coordinates with Business Office.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision or direction.
- Assist in the development, review, and adjustment of budgets from multiple funding sources.
- Coordinate and maintain system for tracking staff assignments, program position vacancies and providing and accounting for substitutes as needed at school sites.
- Assist with applicant screening and hiring process for program staff as assigned.
- Perform a wide variety of complex accounting functions.
- Develop a variety of documents for reporting financial information.
- Analyze and reconcile financial data.
- Maintains credential information of the computer database and produces appropriate reports.
- Work with candidates, mentors and districts to establish timely and accurate data collection for reporting needs.
- Audit all account receivables, income, adjustments, and process through the computer.
- Responsible for the efficient and timely processing of program fees.
- Register credentials and maintain records for all credentialed personnel in Tehama County.
- Assist the district in assuring that teachers are credentialed in an appropriate manner for their teaching assignment.
- Work collaboratively with credentials technician to develop an efficient client centered credentialing process.
- Communicate, by telephone and correspondence, with California Teacher Credentialing (CTC), universities, school districts, other county offices, and out of state applicants regarding all aspects of credentialing.



Tehama County Department of Education
Job Description
Project Specialist - Teacher Induction

Official: 
Effective: 11/08/2024

- Attend appropriate seminars and workshops to ensure understanding of the latest legislation and regulations regarding credentialing and notifies districts of significant change.
- May be responsible for acquiring fingerprint clearance of school personnel and maintaining records for the County.
- Keep current on laws pertaining to the credentialing process, including assessments for candidates, and provide support to districts.
- Drive occasionally for department business.
- Perform other related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described;

- Increasingly responsible training and experience in performing complex technical functions in an educational or government agency involving frequent public contact.

KNOWLEDGE OF:

- 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.
- Bookkeeping, accounting, and record keeping principles and procedures.
- Data analysis techniques.
- Operating procedures in alignment with the policies, goals, and missions of the sponsoring agency and the Tehama County Department of Education (Local Educational Agency).

ABILITY TO:

- Maintain confidentiality.
- Understand long-term and short-term goals and outcomes for all aspects of the program.
- Learn, interpret, and apply administrative and departmental policies with professionalism and good judgment.
- Analyze situations carefully and adopt effective courses of action.
- Train, monitor, and direct assigned office staff.
- Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and web-based computer programs.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively with constant interruptions.
- Develop a variety of spreadsheets using complicated formulas and references.
- Demonstrate the use of effective organizational and accounting skills.
- Collect and analyze data objectively and prepare appropriate reports.
- Typing and computer skills at a level necessary for expected job performance.
- Deal effectively with a wide variety of personalities, multiple tasks, and a high volume of work.

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.



Tehama County Department of Education
Job Description
Project Specialist - Teacher Induction

Official: 
Effective: 11/08/2024

HRS Office Use Only

Created: July 26, 2013

Revised: November 8, 2024

APPROVED

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

Signature: 