

REGIONAL PROGRAM ASSISTANT

Definition:

Under the direction of the Regional Director of a multi-county program, relieves the Regional Director of administrative details, provides executive support, and acts as the liaison with staff, districts/schools, community members, university partners, governmental agencies, and regional consortium constituents. Independently plans, organizes, researches, directs and coordinates a wide variety of high-quality and diverse administrative services and special projects in the Regional programs. Contributes to program evaluation and accountability reports as required.

Distinguishing Characteristics:

This position provides professional level administrative support functions to implement program standards and regional goals. Assists with communication, program evaluation, state monitoring and reporting, budget development and management, regional office management and regional travel.

Supervision Exercised and Received:

Works independently within a broad framework of policies, procedures and program standards. Supervises office support staff and regional support staff. General direction and supervision is provided by the Regional Director.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Represents the Regional Director with districts/schools, government agencies, university partners, regional partners, to implement program standards and state mandated requirements.
- Works with regional partners (county office of education, universities, etc.) to coordinate services; advises regional partners and staff of proposed programs, projects, services and state mandates;
- Supervises, directs and mentors office support staff and regional support staff;
- Collects, analyzes and monitors state required data; develop state reports;
- Develops, maintains, analyzes, and manages multiple budgets and state grants;
- Plans, organizes, directs and coordinates the development of organizational communications, informational methods, procedures, services and products that support the implementation of state mandated program standards and grant requirements;
- Conducts research and acts as a resource and advisor to the Regional Director;
- Supervises and oversees materials produced by others for internal and external distribution and provides direction in regard to content, credibility, readability, format/layout, style, grammar and/or composition;
- Defines and anticipates needs, concerns and potential problems; anticipates needs, initiates activities and applies correct policies toward resolution; mediates;
- Counsels and resolves classified staff conflicts and regional staff concerns;
- Exercises confidentiality in the treatment of sensitive information, including participants personal and credential information; acts as a resource to teachers, administrators, county coordinators, and universities regarding program requirements;
- Schedules, oversees, arranges and facilitates activities and calendars for regional events; oversees office functionality, develops inventory standards and reviews, and facilitates ordering process;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Education issues, organizations, and operations of the program to which assigned;
- Effective organization and communication strategies;
- Supervisory methods and techniques;
- Principles of budget development, preparation and monitoring;
- Purchasing and standard accounting methods and practices;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;

- Standard office machines including computers;
- Techniques for planning, editing and designing newsletters, brochures and other publications;
- Methods, techniques and principals of graphic design using a variety of software, including desktop publishing;
- Written and oral communications, including language mechanics, syntax and English composition;
- Safe work practices.

Ability to:

- Interpret standards and grant requirements and credential requirements, if so assigned;
- Understand the relationship of regional partnerships including partner county office of education, partner universities, and regional districts/schools;
- Analyze situations carefully and adopt appropriate effective courses of action;
- Establish and maintain cooperative and effective working relationships with those contacted during the performance of job duties;
- Use discretion and maintain confidentiality as appropriate when communicating with others;
- Respond promptly to requests from internal and external clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines;
- Work independently in a variety of situations; work on several major projects simultaneously and follow through on tasks with minimal supervision;
- Direct, supervise, coordinate, train and evaluate the work of others;
- Communicate effectively in a professional manner both orally and in writing;
- Maintain and improve professional skills and knowledge;
- Travel within the region as needed;
- Effectively implement the principles, practices of the program to which assigned;
- Be flexible and receptive to change; demonstrate initiative

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A BA/BS degree in education or a related field or an AA degree with additional experience above the minimum working for an education agency.

Experience:

- At least three (3) years working in the field of education or with an agency serving youth, with at least one year in a regional setting.
- Additional experience may be substituted for education requirements.
- Bilingual skills and/or sensitivity to diverse ethnic populations is desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting and carrying twenty (20) pounds on a regular basis, lifting and carrying twenty (20) to fifty (50) pounds on an occasional basis, and in excess of fifty (50) pounds with assistance.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.