

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASAPCONNECT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director I-ASAP Connect, plan, organize, coordinate and oversee various professional development, community building and advocacy programs within the after school community; represent the County Office of Education at local, State and national levels in after school education; support fund development activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the development and implementation of a coordinated network of professional development experiences in after school for technical assistance providers of the After School Assistance Providers (ASAP) Connect Program; develop opportunities for the Program; oversee the content development and implementation of capacity building forums among technical assistance providers; design marketing materials.

Coordinate and monitor the implementation of grants, technical assistance and coaching services to select technical assistance providers; conduct research and provide data for grant proposals and reports.

Develop and implement customized after school professional development for schools and districts; explore online learning strategies to implement professional development opportunities across the State; develop and implement State-wide and regional professional development opportunities; collaborate with other internal County Office departments to integrate program content and strategies into training contexts.

Coordinate and facilitate needs assessment, strategic planning and other capacity building strategies with clients.

Train, oversee and direct the work of consultants and in-house trainers.

Identify, cultivate and sustain strategic partnerships among after school technical assistance providers in order to promote collaboration and advance excellence in technical assistance; plan and implement community education events regarding current research and promising practices in after school programs; identify and promote diverse and exemplary technical assistance practice; support the ASAP Connect Advisory Committee and associated workgroups in implementing strategic plan activities; develop and disseminate resources through communication channels such as workshops, publications, website, list serve and others.

Represent the County Office and ASAP Connect at various local, regional and State-wide forums; promote the work of ASAP Connect; communicate with a broad spectrum of professionals concerned with after school programs, education, youth development, professional organizations, advocacy groups, researchers, administrators and other groups concerned with the technical assistance and support provided to after school programs across the State.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current and innovative training theory, techniques and methods.

Grant and proposal writing techniques.

Operation of a computer and assigned software.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Principles and practices of training and providing work direction to others.

Public speaking techniques.

Budget preparation and control.

ABILITY TO:

Formulate and evaluate training methods and programs.

Facilitate and organize needs assessment and strategic planning activities.

Create effective and relevant training modules, courses and evaluation mechanisms.

Plan and organize complex projects.

Select and oversee the work of professional experts, trainers and presenters.

Collect and assemble data, prepare reports; monitor progress; and analyze data.

Establish and maintain cooperative working relationships with others.

Develop effective presentations.

Communicate effectively both orally and in writing.

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

Plan and organize work.

Operate a computer and standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in education, organizational development, business management, staff development, community development or related field and two years of after school technical assistance program experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

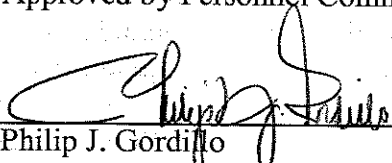
ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to communicate with others and make presentations.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo

Executive Director, Human Resources

Date 7/02/11