

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.

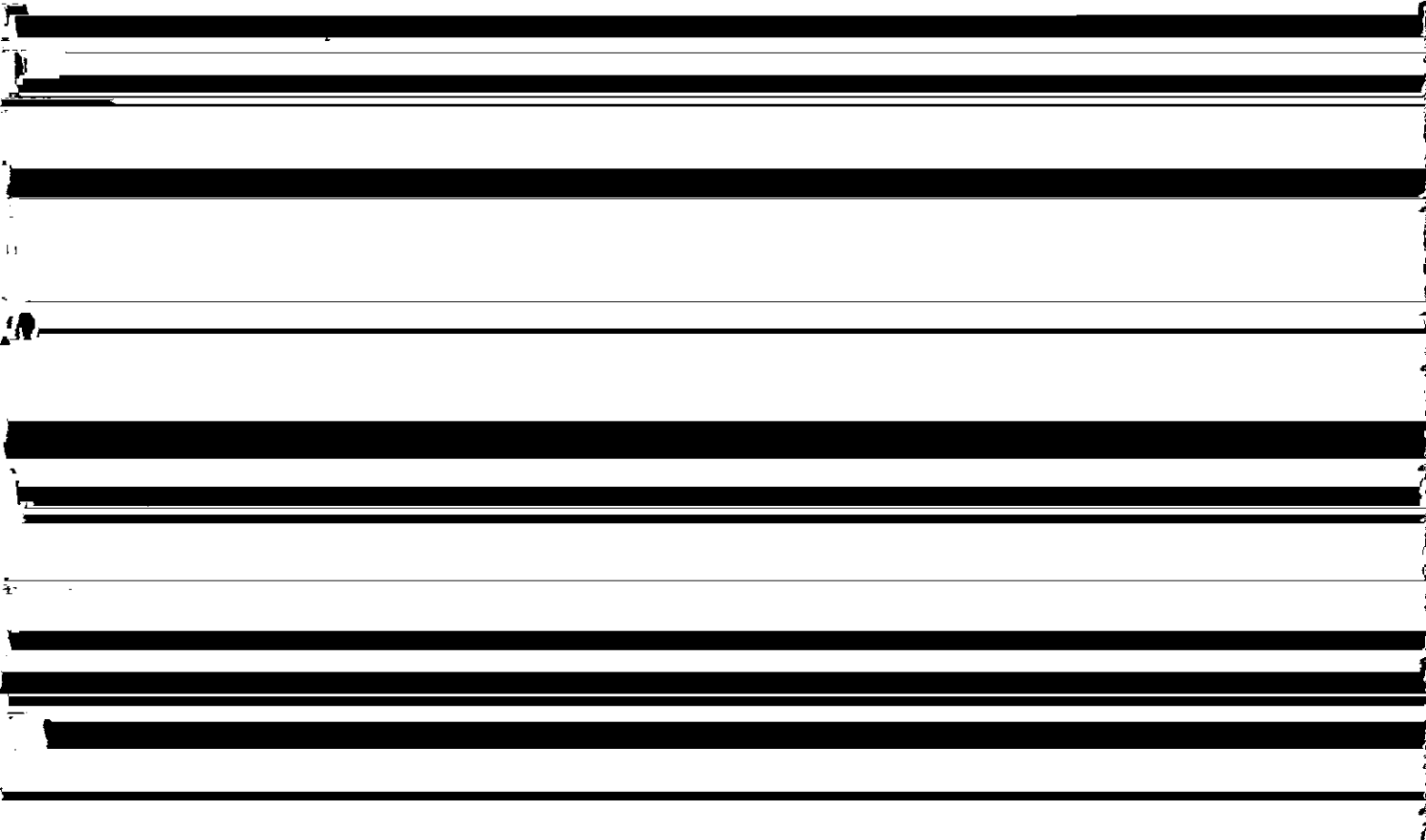
REPRESENTATIVE DUTIES:

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 Statewide and regional professional development



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:

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.

WORKING CONDITIONS:

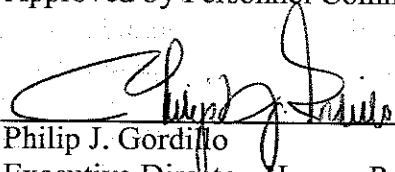
ENVIRONMENT:

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 7/05/11