

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**JOB DESCRIPTION**  
**PROGRAM SPECIALIST – BRIDGE TO COLLEGE & CAREER**

**DEFINITION:**

Under supervision of the Project Director of the Bridge to College and Career Department the Program Specialist will organize, plan, and execute program goals and objectives; to assist students and families in making informed decisions about college and career opportunities.

**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 DEVELOPMENT AND MANAGEMENT**

- Assess needs of student population served and work with school administrators, counselors and teachers to determine the best method of providing services.
- Design, plan, and implement programs directed towards students.
- Establish cooperative relationships with other outreach programs and departments to enhance the administration and delivery of programs and special projects.
- Cultivate and maintain a broad range of working relationships with students, school staff, administrators and community organizations.
- Manage collection and evaluation of program data.
- Prepare reports for evaluation of program outcomes and effectiveness.
- Follow and meet all federal regulations and program objectives and communicate these goals with participants, parents, and staff at target schools.
- Serve as chief program liaison with contact personnel at target schools.

**OUTREACH AND ADVISING**

- Develop regular schedules of program activities in conjunction with target schools.
- Counsel and advise students and parents regarding higher education opportunities and career pathways.
- Develop and present workshops about post-secondary admissions requirements, career pathways, student services programs and financial aid.
- Conduct college application workshops and assist students with the post-secondary application process.
- Represent the organization and department at regional events, workshops, meetings and conferences.
- Develop written material for program publications.
- Coordinate student programs in conjunction with other outreach programs and departments.
- Assist with the application and selection process, student placement, transportation and program development and evaluation.
- Make presentations and provide information to general populations of prospective students.

- Serve on various committees and community organization boards to set policy, strategy and direction for programs to improve opportunities for students.
- Assist in other areas of the department during peak workload periods.

#### ACADEMIC SUPPORT SERVICES

- Coordinate special academic enrichment activities such as college entrance exam test preparation and workshops.
- Develop academic enhancement materials to increase the eligibility and competitiveness of students.
- Identify needs of each target school and develop curriculum and work plans.
- Work individually with students to increase awareness of educational opportunities and personal and academic strengths and challenges.
- Provide academic advising to ensure that students are enrolled in appropriate coursework.

#### CONFERENCE AND VISIT COORDINATION

- Coordinate campus/career visits with schools/employers and participants.
- Develop itinerary, identify facilities, train staff and confirm transportation schedules for events - Organize parent meetings.
- Develop agenda, solicit participation from school site, volunteers, administer evaluation and develop a mechanism for follow-up.
- Create budget for events.

#### QUALIFICATIONS and REQUIREMENTS

EDUCATION: Bachelor's Degree required in education, counseling, social work, higher administration, or an appropriate field related to Project objectives.

#### WORK EXPERIENCE:

- Minimum of three (3) years of appropriate and relevant professional experience working for a TRIO federal program or similar related program/project serving low-income and potential first-generation college students.
- Experience providing academic advising services and college, career, financial aid and economic literacy information to an assigned caseload of students.
- Experience advising and assisting low-income and potential first-generation college students with the college admissions and financial aid process on an individual and group basis.
- Professional or personal experience in overcoming barriers similar to those confronting Project Participants.

#### ABILITY & KNOWLEDGE

- Ability to work effectively with several target schools' personnel and administrations.
- Possess strong time management skills to effectively scheduling workshops and events.
- Knowledge of academic advising and college, career, financial aid and economic literacy activities and related services.

- Ability to effectively maintain a caseload of Project Participants and provide them with services and activities as indicated on their Individual Academic and Service Plans.
- Ability to document services provided to assigned participants. Speak in public and be comfortable networking with a wide variety of individuals and groups

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for extended periods.

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