



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ENRICHMENT AND COMMUNICATION DESIGN SPECIALIST - SERRF

### DEFINITION:

This position is responsible for developing program enrichment activities and effective communication strategies to professionally represent, organize, plan and execute TCDE/SERRF program goals and objectives.

### 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.

- Responsible for a variety of technical and complex clerical and coordination of tasks without supervision.
- Create and disseminate a variety of materials and publications for SERRF and Makerspace from oral directions, rough drafts, handwritten notes, newsletters, flyers or charts using a variety of software.
- Obtain, organize, and compile materials, resource library, and supplies as necessary. Prepare purchase orders, audit for accuracy, maintain inventory of program supplies and materials.
- Develop a range of digital resources to optimize classroom/enrichment learning and ensure on going learning outside of formal setting.
- In consultation with credentialed staff and other program leads assist in the creation and development of curriculum and resources aligned with SERRF program goals/objectives.
- Develop and implement STEAM lessons used in the Makerspace, SERRF Program, district school sites, and community events.
- Communicate with school district personnel, parents, the board, and community groups to plan for and share Makerspace information.
- Plan, organize, promote, and coordinate activities including: trainings, workshops, meetings, and publicity events.
- Provide support to staff through on-site coaching, mentoring, and modeling of lessons and best practices.
- Communicate with district personnel and community members in understanding program goals and objectives and enlist their support and involvement in the program.
- Conduct information gathering for the purpose of evaluating and adjusting program plan when necessary.
- Perform a variety of functions and activities related to program goals and objectives.
- Assist with and coordinate substitute coverage, public relations, community and sustainability activities.
- Disseminate information and assist in recruitment activities.
- Drive frequently for department business.

### EXPERIENCE AND EDUCATION:

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

- A Bachelor's degree in a related field required. Progressively responsible experience in the conceptualization, design, creation, and production of graphics, web, and print materials.
- Experience in education with specific experience in planning and implementing activities.

### KNOWLEDGE OF:

- Purpose, goals, and objectives of educational programs, including Expanded Learning Programs, Makerspace, library/resource circulation, and cataloguing/organizing procedures.
- Organization, procedures, and operating details of the department to which assigned.



Tehama County Department of Education  
Job Description  
Enrichment and Communication Design Specialist - SERRF

Official:   
Effective: 11/08/2024

- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.
- Current educational research and issues, content, and pedagogy including effective instructional strategies and research-based best practices in a variety of curricular areas of education.
- Key adult and student learning theories and methods of instruction, continuous improvement practices, quality professional development theories.

ABILITY TO:

- Maintain confidentiality. Understand and follow operating procedures in alignment with the policies, goals, and missions of the organization.
- Understand long-term and short-term goals and outcomes for all aspects of the program.
- Analyze situations carefully and adopt effective courses of action.
- Learn, understand, and apply new knowledge as technology and computer systems change. Recommend changes and enhancements as appropriate.
- Meet schedules and timelines.
- Plan and organize work. Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and website computer programs.
- Use a client-centered approach to all telephone and electronic conversations, giving information and responses not requiring the attention of a supervisor.
- Work effectively with constant interruptions.
- Deal effectively with a wide variety of personalities.
- Communicate effectively and maintain cooperative working relationships with TCDE/SERRF staff, district administrators and teachers, school boards, business partners, and community members.
- Develop and understand long-term goals and objectives and evaluate the effectiveness of programs and make recommendations for improvement.

LICENSES AND OTHER REQUIREMENTS:

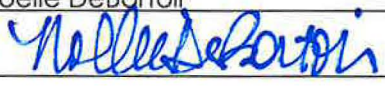
- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

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.

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| Created: <u>June 16, 2023</u>   | Revised: <u>November 8, 2024</u>                |
| <b>APPROVED</b>   |   |
| Print Name: <u>Noelle DeBartoli</u>   | Title: <u>Director, Human Resource Services</u> |
| Signature: <u></u> |   |