



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

PROJECT TECHNICIAN

DEFINITION:

Under supervision of the Project Director the Project Technician will organize, plan, and execute program goals and objectives; to assist students and in experiencing career technical educational opportunities in order for them to be more able to make informed decisions about post-secondary education and career opportunities.

The Project Technician will assist with other duties as assigned to ensure that the goals and objectives of the K12 SWP grant are met.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

This position may not include all of the listed duties, nor do all of the listed examples include all tasks, as needed or required, which may be found in positions within this classification.

OUTREACH AND SUPPORT

Develop regular schedules of program activities in conjunction with target schools; Support students and parents regarding career technical education opportunities, career activities and enrichment activities; Develop and present workshops about high school readiness skills, post-secondary admissions requirements, and career pathways; 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; Make presentations and provide information to general populations of 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; Coordinate special student enrichment activities such as CTE hands on lab exercises; Develop student enhancement materials to increase the eligibility and competitiveness of students; Identify needs of each target school and implement curriculum and work plans; Work individually with students to increase awareness of educational opportunities and personal and student strengths and challenges; Provide student support to ensure that students are successful while in the program for their educational and career goals; Coordinate campus/career visits with schools/ industry employers and participants; Develop itinerary. Identify facilities. Train staff and confirm transportation schedules for events; Organize advisory meetings for faculty, staff, students, and parents; Develop agenda, solicit participation from school site, volunteers, administer evaluation and develop a mechanism for follow-up; Assist in creating a budget for events; Assist office staff with event coordination, planning, and other events throughout the year.

EXPERIENCE AND EDUCATION:

Any combination of experience, training, and education that would provide the required knowledge and abilities is qualifying; Bachelor's Degree preferred or substantial experience in education, Career Technical Education, counseling, social work, educational leadership, higher administration, or an appropriate field related to project objectives; Experience with academic operations or support of appropriate professional relevant to the grant objectives; Experience providing student support services to students around career development and economic literacy information to an assigned caseload of students; Experience support and assisting low-income and potential first-generation students aspiring for post-secondary and or designed career goals; Professional or personal experience in overcoming barriers similar to those confronting project participants.



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KNOWLEDGE OF:

Knowledge and ability to use multiple technological tools and formats, as wells as the proper utilization of social media platforms; Student support around post-secondary education, career, financial aid and economic literacy activities and related services, computer programs, databases. Data collection and reporting; Post-Secondary education and career attainment application process.

ABILITY TO:

Maintain confidentiality; Work effectively with several target schools' personnel and administrations; Foster collaborative relationships with school and district administration to ensure district/school support, program coordination and student success; Possess strong time management skills to effectively scheduling workshops and events; Effectively maintain a caseload of Project Participants and provide them with services and activities as indicated on their Individual Student and Program Plans; 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 10 to 20 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 brief periods; Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job; Possession of a valid California driver's license and evidence of insurance; drive frequently for Department business using own transportation; 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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APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 