

MARIN COUNTY OFFICE OF EDUCATION
PROJECT SUPERVISOR
Job Description

Brief Description of Position:

The Project Supervisor is responsible for management of assigned programs, including coordination of efforts for student or staff participation, project evaluation, inservice training and local educational activities. This person acts as a liaison between the administration, teachers, community agencies, and the project; provides input and implements policies relating to the educational programs.

Duties and Responsibilities:

1. Facilitates management of daily activities at various program locations.
2. Provides support to local staff in determining objectives and identifying school needs as a basis for assisting the administration in developing long range and short term plans for operation of programs.
3. Attends weekly staff meetings at each site as required to represent management to facilitate local program operation.
4. Plans and implements a comprehensive inservice training program for both paid staff and volunteers.
5. Provides supervision to on site staff in developing and evaluating curriculum objectives, activities and performance.
6. Identifies budgetary and other administrative information for the administrative office.
7. Assists with program evaluations consistent with funding procedures.
8. Recommends changes or refinements in operating procedures.
9. Maintains a professional leadership role in the implementation of the educational program concepts throughout Marin County.
10. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

Position Qualifications:

1. Bachelor's Degree is required, preferably with training in the field of supervision. Postgraduate courses in education or related fields is preferred.
2. Prior staff management and supervision with a minimum of five years administrative experience in related business, education and/or community-based organizations.
3. Successful teaching experience with applicable credential, or alternately, successful managerial experience in the field of education or comparable professional work experience, is desired.

Supervision Required:

Works under direct supervision of the assigned project administrator.

3/12/02