

**MARIN COUNTY OFFICE OF EDUCATION
PROJECT SPECIALIST
Job Description**

Brief Description of Position:

The Project Specialist designs and implements activities and plans programs; provides curriculum resources for, and assesses effectiveness in the assigned project area. The Project Specialist participates in inservice training, research, program development and innovation of special methods and approaches.

Major Duties and Responsibilities:

1. Establish and maintain a strategy to insure the facilitation and coordination between programs and services within assigned project area.
2. Review cases and priorities of project, as referred, providing assistance and expertise.
3. Assists instructional staff, as necessary, in the design of educational plans and project implementation.
4. Reviews program and/or pupil progress and revise program goals when indicated. Provides analysis and recommendations.
5. Serves as a resource in areas of specialized expertise.
6. Identifies appropriate agencies and community resources to supplement educational programs soliciting support, as appropriate.
7. Provides and participates in inservice education.
8. Performs other duties as assigned.

Supervision Exercised or Received:

Works under the assigned administrative/support staff.

Position Qualifications:

1. Possesses appropriate California Teaching Credentials in area of expertise.
2. Possesses Standard Supervision or Administrative Credential.
3. Possesses specialized knowledge of project area.
4. Possesses a combination of three years successful experience teaching and supervision or the equivalent experience within the business or non-profit community.