

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

**Brief Description of Position:**

Assists the administration providing leadership in assigned programs by providing consultation and personnel services. Represents the program at certain regular community service meetings.

**Major Duties and Responsibilities:**

1. Assists in providing leadership in the administration of assigned programs.
2. Evaluates the performance of project objectives.
3. Functions as an expert in one or more areas to whom general questions from the community or districts regarding assigned programs can be referred. Assists with the development and dissemination of materials relating to assigned program area.
4. Provides leadership in the arrangement and scheduling of inservice training opportunities.
5. Serves as a primary resource person by reviewing current research relating to their assigned program.
6. Serves as a liaison between the Marin County Office of Education and community groups and agencies with a particular interest in the assigned area.
7. Performs other duties as assigned.

**Other Duties and Responsibilities:**

1. Plans and carries out effective staff meetings.
2. Conducts workshops, training, and information meetings.
3. Serves as an advisor to districts in program areas.
4. Expedites and reviews project reports and questionnaires, as required.
5. Prepares weekly summary of resource services performed.

**Supervision Exercised or Received:**

Works under the immediate supervision of the assigned administrator; may supervise the work of assigned administrative/support staff.

**Position Qualifications:**

1. Valid Administrative Credential or Supervision Credential.
2. Any combination of three years successful experience in administration and teaching.

3/12/02