

**MARIN COUNTY OFFICE OF EDUCATION
ASSISTANT PROJECT SUPERVISOR
Job Description**

Brief Description of Position:

The Assistant Project Supervisor is responsible for assisting in the 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; implements policies relating to the educational programs.

Duties and Responsibilities:

1. Facilitates management of daily activities at various program locations.
2. Assists staff in determining objectives and identifying needs as a basis for assisting the administration in developing long range and short term plans for operation of the project. Designs and implements new program services and activities.
3. Attends regular staff meetings to plan, coordinate and implement operations.
4. Assists with the staffing and facilitating of meetings.
5. Assists site staff in developing and evaluating curriculum objectives, activities and performance; identifies and develops resources for the support of project objectives.
6. Maintains a professional role in representing the educational program throughout Marin County.
7. Communicates effectively, verbally, and in writing.
8. 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.
2. Prior staff management and supervision, minimum of three years administrative experience in related business, education and/or community-based organizations.
3. Successful teaching experience with applicable credential; successful managerial experience in the field of education or comparable professional work experience is desired.

Supervision Required:

Works under direct supervision of assigned project administrator.

3/12/02