

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

Brief Description of Position:

The Assistant Project Specialist assists in activities for the planning, implementation, and assessment of program effectiveness in the assigned project area. The Assistant Project Specialist shall also participate in inservice training, research, program development and innovation of special methods and approaches.

Major Duties and Responsibilities:

1. Implements strategy to insure the facilitation and coordination between programs and services within assigned project area.
2. Assists in case reviews, when referred.
3. Assists the Project Specialist with support to instructional and other staff.
4. Assists in review of program and/or pupil progress and revises program goals when indicated.
5. Provides assistance in implementation of Compliance, Due Process, Appeal and other procedures requiring mediation skills.
6. Contacts community agencies and resources to supplement the educational program.
7. Provides support for and participates in inservice training.
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. Standard Supervision or Administrative Credential, preferred.
3. Possesses specialized knowledge in project area.