

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

Brief Description of Position:

The Assistant Project Leader assists in the administration of instruction and support activities of the assigned project.

Major Duties and Responsibilities:

1. Assists in activities supporting recruitment and hiring of qualified staff.
2. Provides input in the assignment, training, supervision, and evaluation of project activities.
3. Provides input to the development of budget and expenditures.
4. Supports the educational activities of the project, including instructional methods and curricula standards.
5. Supports activities necessary to implement the instructional program.
6. Participates in teaching, student counseling, and discipline.
7. Supports preparation of instructional materials and materials for publicity and public relations.
8. Performs other duties as assigned.

Supervision Exercised and Received:

Directly responsible to assigned administrator.

Position Qualifications:

1. Bachelor's degree required.
2. Valid Teaching Credential, authorizing service in the assigned project area; meets qualifications for a vocational or supervisory credential, or alternately, meets minimum three years successful work experience in related business, education and/or community-based organizations.

3/12/02

G:\CERTIFICATED\Job Description\Adm. Job Descriptions\Assistant Project Leader.doc