

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

Brief Description of Position:

Provides assistance in consultation in assigned programs.

Major Duties and Responsibilities:

1. Provides assistance in consultation to the assigned programs.
2. Provides input in evaluating the performance of project objectives.
3. Provides expertise 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 support in the arrangement and scheduling of inservice training opportunities.
5. Serves as a resource person by reviewing current research relating to the assigned program.
6. Performs other duties as assigned.

Other Duties and Responsibilities:

1. Assists in planning and carrying out effective staff meetings by providing advice, assistance and materials and serving as a resource person, upon request.
2. Assists in the implementation of workshops, training, and information meetings.
3. Researches and provides information for reports and questionnaires, as required.
4. Prepares weekly summary of resource services performed.

Supervision Exercised or Received:

Works under the immediate supervision of the assigned administrator.

Position Qualifications:

1. Any combination of three years successful experience in administration and teaching.
2. Possesses Bachelor's degree directly related to field of assigned expertise.