



For the future of every student

## **CLASS TITLE: CAREER AND TECHNICAL EDUCATION SUPPORT SPECIALIST**

### **BASIC FUNCTION:**

Under general direction of an assigned Administrator performs a variety of technical and specialized administrative work in support of career pathways and integrated academics, community partnerships and grant management; organizes and coordinates special projects and/or grant activities; and serves as a resource person to students, staff, district administration and business/community partners by providing a variety of information.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Performs a variety of technical and administrative assistant duties to relieve the administrator of administrative and clerical detail; assures smooth and efficient office operations, and proper and timely completion of projects and activities; plans, coordinates and organizes office activities; coordinates flow of communications and information for the administrator and department/site.

Oversees daily workflows, complex scheduling logistics and provides a high level of customer service as the first point of contact for a wide variety of administrative, community, and school site inquiries, complaints, suggestions and requests.

Prepares and maintains a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets, compliance and assigned duties; establishes and maintains filing systems; assures mandated reports are completed in accordance with established time lines and requirements.

Inputs and updates a wide variety of data in an assigned computer system; establishes and maintains automated files and records; initiates queries, develops spreadsheets and generates a variety of computerized lists, documents and reports; assure accuracy of input and output data; assists in coordinating the development and modification of department databases as required.

Receive visitors, such as administrators, staff, students and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving various issues and conflicts; refer difficult issues to the administrator; interpret and provide technical information regarding department operations and related standards, requirements, laws, rules, regulations, policies and procedures.

Assists building and maintaining positive relationships with members of the community. Plans, organizes, promotes, and implements special activities; contacts and schedules speakers for special presentations; coordinates special events. Organizes workshops and may provide one-on-one training.

Coordinates with administrator to assist with a variety of programs and grants, providing compliance assistance and requiring a high level of technical knowledge regarding applicable State and Federal laws/guidelines, Board policies, and other related regulations.

Trains, coordinates, and tracks information per the requirements of the grant and/or project; exercises independent judgment in the development of plans for delivering services.

Acts as a resource person for the schools and other agencies regarding provisions of the approved grant or project. Recruits participants and determines program eligibility. Tracks, monitors and reports participant activities and outcomes. Disseminates project/grant information. Supports administrator with producing a steady cycle of reporting as required for federal, state and other agencies to ensure funder compliance and good-standing.

Assists the administrator to plan and implement budget management strategies related to grants and special projects; generates monthly budget reports using adopted software. Monitors inventory levels of office and other designated supplies and equipment for the assigned department, grant or project; orders, receives and maintains appropriate levels of inventory; researches and confers with vendors concerning product and pricing information; prepares, processes and follows-up on purchase orders, invoices and requisitions.

Assists in the development collaborative agreements.

Schedules, oversees, and facilitates a master calendar for training, grant management and special projects

May conduct needs assessment.

May facilitate student referral processes.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Attends district meetings and workshops/trainings as required. May be assigned to attend meetings of neighborhood associations, chambers of commerce and other community events.

Other related duties as assigned that support the overall objective of the position.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Organization, operations, policies and objectives of assigned programs, services and activities.

Terminology, practices and procedures of grant and project management.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable laws, codes, rules, regulations, policies and procedures.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Training methods and techniques.

### **ABILITY TO:**

Track, monitor, and prepare reports as required by grant/project.

Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator.

Assure smooth and efficient office operations.

Compose correspondence and written materials independently or from oral instructions.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Assist the administrator with coordinating department projects and activities.  
Type or input data at an acceptable rate of speed.  
Understand and resolve issues, complaints or problems.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Compile and verify data and prepare reports.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years project management or professional level administrative support experience. Experience reconciling grant accounts, monitoring related expenditures, and/or maintaining strong community and business partner relationships highly desirable. Experience in an educational environment desired, but not required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.

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Approved by Personnel Commission:  
Revised:

09/17/2008 (formerly Special Projects Technician)  
11/17/2021