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**NASSAU COUNTY**

**Title : ASSISTANT DIRECTOR  
COMMUNITY EDUCATION  
CENTER**

**SCHOOL DISTRICTS  
CLASS SPECIFICATION**

**Code : 060180 EJA  
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Competitive**

**GENERAL STATEMENT OF DUTIES**

Under general supervision works as a liaison person between the "Community Education Center" and the members of the Community.

**COMPLEXITY OF DUTIES**

Assists the Director in identifying and solving individual and community problems that come within the scope of the Center's responsibility.

**TYPICAL DUTIES**

1. Seeks out young people in the community who are in need of educational and vocational guidance.
2. Works with and make referral to other social services agencies when needed.
3. Provides educational and vocation guidance.
4. Prepares reports and keeps records of all actions taken.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Some knowledge of the various social service agencies in the areas.
2. Ability to relate to young people in the Community and their families.
3. Ability to follow written and oral instruction.
4. Ability to keep records and make reports.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Graduation from high school and one year of experience working with young people at the community level  
or
2. Satisfactory equivalent combination of training and experience.

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