

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Coordinator, Special Projects, Reading Lions Center**

**DEFINITION**

Under general supervision, serves as the coordinator for special projects, manages training program delivery and on-line data support systems, and prepares documentation for registration, attendance, information services, and program outcome reporting for the Packard Reading Lions Center at the Sacramento County Office of Education; and performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Chief Administrator, Packard Reading Lions Center

**SUPERVISION OVER**

Technical, and support personnel as assigned.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Reviews and organizes instructional/training materials for presentations to administrative and instructional leaders in school districts, Region 3 county districts and statewide consortia; assists special project groups to develop and design activities, training programs, and publications; prepares documentation for trainings, client survey data, testing or program outcome results; researches and examines findings regarding instructional program outcomes and prepares report on findings for use in special project trainings and publications; collects, reviews and writes on-line notices on topics which provide information regarding relevant policies and program offerings; manage technical personnel; and maintain accurate expenditure reports associated with special projects.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Equivalent to a Bachelor's Degree and extensive experience working in K-12 instructional support programs; demonstrated success in writing memoranda related to instructional/educational policies and practices, and training of administrators and teachers; experience in coordinating special events, and in management of costs associated with materials and facilities for special events and trainings.

Knowledge, Skills, and Abilities

Knowledge of research-based, K-6 reading/language arts programs; knowledge of state curricular frameworks and content standards; knowledge of effective staff development and training presentations; knowledge in instructional policies and practices; ability to transmit knowledge and skills both in written and oral form; technical writing/editing skills; technology based communication skills; skills to develop measurable goals and objectives, set priorities and evaluate progress toward achievement; interpersonal skills necessary to work cooperatively and effectively with individuals and groups; effective supervision skills to manage personnel and program budgets.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally.

Revised and Approved by Personnel Commission 10-25-04

Approved by Personnel Commission 5-18-99