

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist I, Center for Student Assessment and Program Accountability (C-SAPA)

DEFINITION

Under direction, plans, organizes, manages, and monitors assessment and scoring projects and operations for the Center for Student Assessment and Program Accountability (C-SAPA), including state testing programs and local assessment activities; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director III, C-SAPA

SUPERVISION OVER

Professional, technical, and clerical staff 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 the tasks which may be found in positions within this classification.)

Oversees the implementation of state testing programs and local assessment activities, including California English Language Development Test (CELDT), California High School Exit Examination (CAHSEE), California High School Proficiency Examination (CHSPE), General Educational Development (GED) program, Standardized Testing and Reporting (STAR), and Physical Fitness Test (PFT), in Sacramento County Office of Education (SCOE) schools and other locations; works with site testing coordinators to order, distribute, track, collect, and return test materials; maintains records for completion of required program and state reports, including California Basic Educational Data System (CBEDS) and the Language Census; performs specialized recordkeeping and reporting activities; uploads assessment data into SCOE's student information system and other databases; evaluates and submits requests for special testing arrangements; develops and communicates assessment timelines and schedules for sites according to state guidelines; plans, implements, and monitors training activities and materials for site testing coordinators, administrators, test proctors, and others; maintains security of test materials and data files, and confidentiality of student and program information; investigates and reports any lapse in security or test irregularity, and implements corrective action; prepares SCOE school and district accountability reports, including School Accountability Report Cards (SARC) and Single Plans for Student Achievement; prepares various contract, apportionment, and expenditure reports in compliance with legal and contract guidelines; serves as a resource to educational personnel on issues related to assessment; manages SCOE's computer-based instruction system by creating accounts and assigning courses; collects and compiles statistics, demographic information, and related data; prepares various written reports and documents; maintains documentation regarding a variety of C-SAPA projects; stays current with testing policies and practices by attending meetings and training activities.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Equivalent to a bachelor's degree; experience in testing, counseling, teaching, or training in the field of education; and experience in planning, implementing, managing projects and events.

Knowledge of:

Standardized testing policies and practices; principles of data collection, analysis, and reporting; budget development and monitoring; principles and procedures of supervision and public administration; standard software applications.

Skill and Ability to:

Manage school and district testing programs; plan, organize, and facilitate events and projects; assist in developing and monitoring budgets; develop and maintain positive working relationships with all persons contacted in the course of work; communicate data and technical information effectively in both oral and written form; coordinate a variety of projects simultaneously; give clear and accurate directions; use a computer, including word processing, database, and spreadsheet applications; research and evaluate data for problem solving and decision making.

Other Characteristics

Project Specialist I, C-SAPA

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel using own transportation with mileage reimbursement; and willingness to travel within the state as required.

Revisions approved by Personnel Commission 7/8/08

Approved by Personnel Commission 10/24/00