

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist II, Reading Lions Center, Professional Development

DEFINITION

Under general direction, plans, organizes coordinates and manages events, trainings, and projects for the Reading Lions Center; serves as the project manager for training operations; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical and clerical 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.)

Acts as the project manager for Reading and Language Arts professional development training operations; in coordination with a professional development delivery team, designs support activities and new methods of delivery for training programs; develops logistics plans for facility operations, and organization and distribution of training materials; maintains communication and logistics management for certified trainers prior to and during training sessions; in conjunction with data services, designs and supports on-line registration procedures; offers direct service support to training participants before and after trainings; manages the implementation and documentation of attendance accounting procedures during trainings for efficient and accurate archiving and retrieval of data; monitors compliance activities required of participants and/or grantor; contributes to the design of data systems to support the delivery of professional development; collaborates with staff to plan and review current and future training events; prepares data and written reports documenting training activities and participant attendance; works with data services to maintain the content of informational Web sites related to professional development; makes recommendations regarding technical solutions to support delivery of ongoing professional development; provides assistance related to the administration of professional development to other project groups as requested.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a bachelor's degree which demonstrates the ability to perform the duties and responsibilities as described; coursework in education, public administration, project management or similar fields is desirable; extensive experience working in service-related agencies; demonstrated success writing procedural and program reports; experience coordinating large-scale events and training programs; experience providing support services to trainers of school administrator and teacher participants.

Knowledge, Skills, and Abilities

Knowledge, skill and ability to plan, implement and monitor large-scale, multi-day trainings and events; knowledge of effective staff development and training presentations; knowledge of project management principles; knowledge of California K-12 content standards; knowledge of approved Reading Language Arts programs and terminology; knowledge in the research of instructional policies and practices; ability to effectively transmit knowledge and skills to staff and clients; communicate effectively using technology based communication skills; prepare clear and concise written communication and make oral presentations; develop plans, set goals, evaluate progress toward achievement; work cooperatively and effectively with individuals and groups within and outside the organization; select, assign, and evaluate subordinate personnel; skills to use standard software applications for on-line services and report writing.

Other Characteristics

Possession of a valid driver's license and willingness to travel as needed.

Revisions approved by Personnel Commission 11/10/09

Approved by Personnel Commission 2/13/01