

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist II, School Readiness, Early Learning

DEFINITION

Under direction plans, organizes, coordinates, promotes, monitors, and manages projects and program-wide related activities for School Readiness; performs a variety of technical and support services in developing and monitoring timelines, and program evaluation; performs other 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

Director, School Readiness

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

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

Assists with the design and implementation of a county-wide system of administering preschool services; organizes, coordinates, promotes, and monitors professional development training sessions and meetings by making necessary arrangements; designs and supports database systems; coordinates and monitors program evaluation activities; assists with the data collection to measure and monitor program activities; participates in the interpretation of findings; disseminates information regarding projects and program activities; prepares data and written reports documenting program activities; attends a variety of meetings and conferences as assigned; prepares program and evaluation reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree or equivalent and related experience working in programs sponsored by education based organizations; experience with early learning programs; experience in the development, implementation, and evaluation of successful programs including organizing and monitoring projects, experience maintaining positive working relationships with administrators, teachers, and community-based partners; demonstrated success writing procedural and program reports; experience coordinating large-scale events and professional development; experience providing support services to school administrators and teacher participants.

Knowledge, Skills, and Abilities

Knowledge, skills, and ability to plan, implement and monitor large-scale, multi-day trainings and events; knowledge of current practices and procedures related to early learning programs; ability to plan, develop, implement, and evaluate educational programs; interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to others; ability to organize and prioritize work and coordinate a variety of projects simultaneously; ability to use standard software applications; skills to develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; skills and knowledge to establish and carry out program evaluation and monitoring procedures; effective oral and written communication skills.

Other Characteristics

Possession of a valid California driver's license and willingness to travel using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 5/18/10
Approved by Personnel Commission, 8-15-02