

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE:**           **Program Manager, Special Projects  
Reading Lions Center**

**DEFINITION**

Under general supervision, serves as the program manager for special projects and serves as the lead manager for training programs for the Packard Reading Lions Center; coordinates the management of project data for the maintenance of database record keeping systems; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Chief Administrator, Packard Reading Lions Center

**SUPERVISION OVER**

Clerical, 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.)

Oversees the management of all reviews and development of instructional/training materials for presentations to administrative and instructional leaders in school districts, Region 3 county districts and statewide consortia; leads special project groups to develop and design activities, training programs, and publications; establishes series of monographs for curriculum including state frameworks, standards, specialized programs and assessments, and local/county practices; researches and examines findings regarding instructional practices and writes critiques of findings for use in special project trainings and publications; collects, reviews and writes critiques on topics which provide information regarding relevant policies and practices; coordinates and oversees the management of project data for the maintenance of database record keeping systems that allows for the efficient collection and retrieval of information including training materials and related reports; provides project assistance to other departments as requested.

**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 publications related to instructional/educational policies and practices, and training of administrators and teachers; experience in coordinating events, and training programs, and the development of instructional/training materials; experience in the management of database systems.

Knowledge, Skills, and Abilities

Knowledge of research-based, K-12 instructional programs; knowledge of core subject areas with alignment to state curricular frameworks and content standards; knowledge of effective staff development and training presentations; knowledge in the research of instructional policies and practices; knowledge of database management systems; ability to effectively transmit knowledge and skills both in written and oral form; technical writing/editing skills; technology based communication skills; skill and ability to operate a computer to set up and maintain database files; 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 select, assign, and evaluate subordinate personnel.

Other Characteristics

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

Approved by Personnel Commission 12-13-01