

Sacramento County Office of Education Job Description
Classification Title: Project Specialist I, Expanded Learning

DEFINITION

Under general direction, serves as a liaison to frontline expanded learning staff and site coordinators; provides technical assistance, professional learning, coaching, mentoring, and support to enhance program alignment with funding requirements and State Quality Standards for Expanded Learning, and build the capacity of grantees to support expanded learning programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical, and technical staff as assigned.

DUTIES AND RESPONSIBILITIES

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

Serves as a liaison to Expanded Learning site coordinators and Expanded Learning program staff across the region; plans, designs, and delivers needs-based trainings, workshops, and technical support for frontline providers and site leadership to ensure expanded learning programs meet implementation and reporting requirements, and California Expanded Learning Quality Standards; facilitates needs assessments in collaboration with expanded learning grantees to identify technical support needs and develop individualized plans for customized support; conducts expanded learning program site visits and reviews program plans, identifies program successes and challenges, and provides targeted assistance to support program goals and continuous quality improvement; provides coaching and consultation at the site level for grantees and their subcontractors; identifies and develops program resources; informs site coordinators of available resources, current research, events, and opportunities within the region to support and improve expanded learning programs; facilitates communities of practice and networking opportunities for site coordinators and program providers to share site-level resources and promising practices; attends and co-facilitates regional, and local professional learning meetings, activities, and events to convey and gather information required to effectively perform duties; responds to program inquiries and interprets and explains state and federal laws, regulations, and standards related to expanded learning programs; assists in facilitating collaboration between grantees and partners in support of expanded learning programs; tracks, monitors, maintains, and updates program data, records, and documentation, including site visit data; collaborates with the California Department of Education (CDE) Consultant and Fiscal Analyst as part of the System of Support for Expanded Learning to develop an annual work plan to build the capacity of expanded learning programs to meet all grant requirements and promote high quality programs and services as described in the Quality Standards for Expanded Learning in California; performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree or equivalent; successful experience as an Expanded Learning area supervisor supporting multiple Expanded Learning program sites, creating, and facilitating training to build program capacity in alignment with State Quality Standards, event planning, and project management desired; experience working in collaboration with teachers, administrators, youth, parents, and community partners is preferred.

Knowledge of

Regional, state, and federal expanded learning programs and initiatives, such as Expanded Learning Opportunities Program (ELO-P), After School Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), System of Support of Expanded Learning (SSEL), and Science, Technology, Engineering, Art, and Math (STEAM); state Expanded Learning Quality Standards; characteristics of quality before, after, summer, and intersession school learning programs; local, regional, and statewide resources available to expanded learning programs; methods to deliver technical assistance to meet the needs of Expanded Learning program site coordinators; data gathering and analysis strategies to identify and support the implementation of research-based practices; effective professional learning strategies; standard software applications including videoconferencing platforms.

Skill and Ability to

Plan and implement individualized coaching and general technical assistance for Expanded Learning site coordinators, including multi-day trainings and events; establish and maintain cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds; effectively transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; analyze data and create reports; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; operate standard office equipment.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within and out of the State as required.