

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Early Head Start

DEFINITION

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

Director II, Early Learning

SUPERVISION OVER:

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

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; participate 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 valid California driver's license and willingness to travel as needed.

Revision approved by Personnel Commission 10/11/16
Former title Project Specialist II, School Readiness, Early Learning
Revisions approved by Personnel Commission 5/18/10
Approved by Personnel Commission 8/15/02