

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

**DEFINITION**

Under general direction, assists and supports Local Educational Agencies in the development and delivery of state and federal expanded learning programs that engage transitional kindergarten through grade twelve students in year-round learning opportunities; develops and coordinates professional learning and provides technical assistance for teachers, administrators, and program staff of school expanded learning programs.

**DISTINGUISHING CHARACTERISTICS**

The Project Specialist II, Expanded Learning is distinguished from the Project Specialist I, Expanded Learning by the extensive knowledge and experience required. This job class requires expertise in the delivery of expanded learning; knowledge of content standards, and instructional programs and strategies; and possession of a California teaching credential. 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**

Clerical and technical 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.)

Within the region, assists school and district expanded learning grant managers with the design and implementation of before school, after school, summer, and intersession enrichment programs; assists in the identification of subject matter specialists to deliver expanded learning content to students; collaborates with curriculum staff on the design and delivery of professional learning for educators that addresses expanded learning strategies and techniques and is aligned with the state Expanded Learning Quality Standards; plans, coordinates, and facilitates professional learning for expanded learning teachers, administrators, and program staff across the region; evaluates the needs of expanded learning programs and provides support and resources to enhance their quality; assesses the effectiveness of the support and technical assistance provided to expanded learning programs; conducts expanded learning program site visits to support continuous quality improvement, including review of program plans, identifying program successes and challenges, and providing targeted assistance to support program goals; identifies areas for continuous improvement; coaches and mentors LEA program staff and provides technical assistance related to state and federal program requirements, laws, rules & regulations; facilitates communication among programs and collaborating agencies; identifies and informs programs of available resources, events, and opportunities within the region; collaborates with the California Department of Education and regions across the state to support the alignment of the statewide system of support and improve the quality of statewide expanded learning programs; attends and co-facilitates statewide, regional, and local professional learning meetings, activities, and events; coordinates and supports regional communication and collaborative systems among expanded learning program providers and managers; facilitates communities of practice and networking opportunities for program providers, grant managers, staff, and administrators to share resources and promising practices; gathers and maintains program data and prepares required reports; performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California teaching credential based on a bachelor's degree and student teaching;

administrative services credential and advanced degree in education desired; experience in the development, administration, and monitoring of school expanded learning programs; experience developing and providing professional learning for teachers, administrators, and expanded learning program staff.

**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), 21<sup>ST</sup> Century Community Learning Centers (21<sup>st</sup> CCLC), System of Support of Expanded Learning (SSEL), and Science, Technology, Engineering, Art, and Math (STEAM) TK-12 content standards and goals, curricula, instructional programs and state Expanded Learning Quality Standards; instructional practices and strategies; characteristics of quality before, after, summer, and intersession school learning programs; local, regional, and statewide resources available to expanded learning programs; strategies for coaching and mentoring, developing and maintaining communities of practice and opportunities for peer networking, and disseminating research-based instructional resources; interpersonal skills using tact, patience and courtesy; standard software applications and video-conferencing platforms.

**Skill and Ability to:**

Provide technical support to state and federally funded expanded learning programs, school sites, districts and county offices; create, facilitate, and provide professional learning; communicate effectively in both oral and written forms with individuals from various cultural and socioeconomic backgrounds; facilitate a community of practice across agencies and programs; develop and maintain positive and cooperative working relationships with individuals and groups of diverse backgrounds; effectively transmit knowledge and skills to a variety of educational and community partners; collect, analyze and report data; select, train and supervise staff; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; operate standard office equipment and use standard software applications, including video-conferencing platforms.

**Other Characteristics**

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

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