

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, Assessment and Accountability

DEFINITION

Organizes, coordinates, and oversees projects for the Center for Student Assessment and Program Accountability (C-SAPA); performs a variety of technical, analytical and research services; 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 II, Center for Student Assessment and Program Accountability

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 this position)

Plans, facilitates, and coordinates projects and program activities for the Center for Student Assessment and Program Accountability, including but not limited to, research, data collection and reporting for state mandated assessment and compliance activities; performs a variety of technical services involving analysis, auditing, project management, and the development and maintenance of complex databases related to evaluation, research and assessment; develops and monitors study design for collecting data and records; conducts and oversees surveying processes; compiles, analyzes, and verifies statistical data to prepare comprehensive reports and records; provides technical expertise, assistance and training to site/regional staff and administrators; participates in the interpretation and presentation of findings; responds to inquiries and makes recommendations based on data analysis; assists the department director with the preparation of budgets and fiscal management; establishes and monitors projects to ensure timelines are met with quality output; establishes and maintains collaborative relationships with outside agencies; attend a variety of meetings and conferences as assigned; works collaboratively with those contacted during the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree or equivalent and extensive experience working in programs sponsored by education, government agencies or community based organizations; demonstrated experience in database design and management, research, statistical analysis and evaluation of data, and reporting of information, preferably in a public education setting.

Knowledge of:

Standard office procedures; research methodology; standard software applications including advanced database design and management; presentation methods; grant management, budgeting and fiscal management procedures; educational testing principles and practices; project management, analysis, monitoring and evaluation procedures.

Skill, and Ability to:

Plan, develop, implement, and evaluate programs; organize, schedule, coordinate and complete a variety of activities and projects; work cooperatively with individuals and groups to develop and maintain positive

working relationships with business and outside agency representatives throughout the state, county and region, as well as internal staff and administration; develop measurable goals and objectives; set priorities, meet timelines, monitor expenditures and evaluate progress toward achievement; establish and carry out program analysis, evaluation and monitoring procedures; accurately perform mathematical/statistical calculations; communicate effectively in both oral and written forms to technical and non-technical audiences; design, create and maintain complex, relational databases, and learn new software/technology.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation with mileage reimbursed, and willingness to travel within the state as required.

Approved by the Personnel Commission: 6/12/07