

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist II, School Readiness and After School Programs

DEFINITION

Under general direction, assists in the development and delivery of school readiness projects and after school programs; develops and coordinates professional development for teachers, administrators and program staff of school readiness and after school programs; provides technical assistance to providers of after school programs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, 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.)

Assists with the design and implementation of school readiness and after school programs; plans, designs, and delivers professional development programs and provides support and resources to teachers, administrators, and program staff; facilitates communication among program practitioners and collaborating agencies; informs program practitioners of available resources, events, and opportunities within the region; attends statewide, regional, and local professional development meetings and activities as needed; coordinates and supports regional communication and collaborative systems among school readiness and after school program providers; provides technical assistance to program practitioners as needed; prepares reports as required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching or service credential based on a Bachelor's Degree; administrative service credential and advanced degree in education desired; experience in the development, administration, and monitoring of school readiness programs and/or after school programs; experience developing and providing professional development for teachers and administrators.

Knowledge of

Regional school readiness and after school programs and initiatives; goals of pre-K and K-12 content standards, curricula, instructional programs and Desired Results System; characteristics of quality early childhood/school readiness programs; local, regional and statewide resources available to programs; strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs.

Skill and Ability to:

Provide technical support to school readiness and after school programs, school sites, districts and county offices; facilitate and provide professional development; communicate effectively in both oral and written forms; work cooperatively and effectively with individuals and groups; ability to select, train and supervise staff; ability to effectively transmit knowledge and skills to others; collect, analyze and report data; develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

Other Characteristics

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

8/2006