

Sacramento County Office of Education Job Description
Classification Title: Project Specialist I, ESSA/LCFF

DEFINITION

Under general direction, provides specialized support related to state and federal programs for Sacramento County Office of Education (SCOE) districts, schools, and charter schools; performs other 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 that may be found in positions within this classification.)

Acts as a liaison and assists in providing support and technical assistance to school districts with Comprehensive Support and Improvement (CSI) schools; assists with the design and implementation of a support system for districts with schools identified for improvement under the Every Student Succeeds Act (ESSA) and for charter schools identified for improvement under ESSA; assists with the Local Control and Accountability Plan (LCAP) development and review process; supports the work of the department related to Williams review processes ; organizes data and identifies areas for district and school support related to Federal Program Monitoring; disseminates information and provides support for project development related to program activities, timelines, and evaluation; assists in analyzing data and writing reports; collaborates with internal teams to assist with coordinating professional learning opportunities to support district and school continuous improvement including plan alignment, family and community engagement, and stakeholder engagement as it relates to Local Control Funding Formula (LCFF) and ESSA planning; attends state-level meetings related to state and federal educational programs; assists with coordinating state and federal program network meetings; responds to general inquiries and/or concerns regarding state and federal planning requirements.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelor's degree from an accredited college or university; successful experience providing support with state and federal programs in an educational setting, government agencies, and community-based organizations; experience providing program support and working with state-level agencies and/or community-based organizations.

Knowledge of

California public education systems; state and federal educational accountability; categorical programs; basic mathematics; technical and legal documents; codes, laws, rules, and regulations related to district and school policies and procedures; CDE implementation guidelines that impact Local Control and Accountability Plans; concepts of grammar and punctuation; standard software applications including videoconferencing platforms.

Skills and Ability to

Plan and implement processes to support coherence with and knowledge of state and federal educational programs; communicate effectively in both oral and written form; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; effectively transmit knowledge and skill to others; plan, develop, and conduct meetings; prepare and maintain accurate records; organize and prioritize work; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; maintain positive working relationships; use standard software applications; learn new technology and adapt to changes.

Other Characteristics

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

Approved by Personnel Commission 12/15/2021