

Sacramento County Office of Education Job Description
Classification Title: Director I,
Outreach and Technical Assistance Network (OTAN)

DEFINITION

Under general direction, manages the Outreach and Technical Assistance Network (OTAN) Project for the benefit of adult educators in California; provides statewide support for electronic collaboration, information and reference services, supports instructional technology and distance learning implementation; performs office management functions for the OTAN Project; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Technology Services

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.)

Electronic Collaboration

Provides a California Adult Education Web portal linked to the California Department of Education (CDE) Adult Education Web site; improves the electronic collaborative environment for adult educators; provides technical support and training to OTAN Web site users; provides technical support to further the electronic communication initiatives of the CDE Adult Education Office and the Leadership Projects; maximizes client access to OTAN products and services and obtain client input.

Information and Reference Services

Maintains and improves electronic and print resource collections on adult education practice and research; provides an information reference service for California adult educators; facilitates the improvement of instructional practice through the development of innovative systems to link educators with electronic resources; documents and publicizes CA Adult Education successful students and programs; maintains and expands adult education archives for benefit of practitioners, researchers and policymakers; provides information regarding literacy skills in a workplace context.

Instructional Technology and Distance Learning

Obtains instructional technology and distance learning input from field advisory group; provides planning support to agencies implementing new technology; researches and makes available information regarding new and emerging technology and available learning resources; facilitates Technology Integration Mentor Academy and Online Teaching Academy; provides training on planning and implementing instructional and online learning technologies.

Presentations and Training

Provides workshop presentations regarding OTAN services to adult educators at regional, state, and national conferences; prepares workshop proposals, agendas, and handouts; prepares multi-media presentations; presents training sessions to various audiences.

OTAN Project Management

Responsible for office management, budget oversight, and required reporting; directs and monitors the work of staff; develops and monitors contract and subcontract budgets; approves purchase requisitions; writes and compiles project proposals and interim and final reports.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential authorizing service at the K-12 or Community College level; successful experience teaching at the adult level; experience with statewide adult education projects.

Knowledge of:

Adult education programs, technology, distance learning, curriculum, and effective staff development; the history and development of adult education in California; state and local agencies and organizations related to adult education; supervisory, budgetary and management principles.

Skill and Ability to:

Develop measurable goals and objectives, set priorities, monitor expenditures and evaluate progress toward achievement; effectively transmit knowledge and skills to other staff; communicate effectively to develop and maintain positive working relationships with individuals and groups; select, train and supervise staff.

Other Characteristics

Possession of a valid California driver's license and willingness to travel extensively.

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