

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, STEM Programs

DEFINITION

Under general direction, plans, organizes, coordinates, promotes, and monitors activities related to Sacramento County Office of Education (SCOE) Science, Technology, Engineering and Mathematics programs, including administration of River Bend Outdoor Day Camp Program; performs other related 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 decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 in this classification.)

Program Support

Coordinates, manages, and provides logistical support for program events and projects, including on and offsite professional learning activities; collaborates with staff to develop program master calendar and implement online event management system; assists in monitoring and maintaining online event management course listings and program related websites; assists in the development and maintenance of data documentation systems and processes; provides technical assistance and review in the collection of program data, report preparation, and records maintenance; analyzes data to evaluate program effectiveness and support program improvement; develops communication and promotional materials to support program engagement and expansion; markets programs and services using various methods including social media; creates and monitors program memorandums of understanding (MOUs) with districts and acts as liaison between SCOE and partnering agencies; develops and monitors timelines and program evaluations; assists in revising, organizing, and distributing training materials; disseminates information regarding projects and program activities.

Curricular and Instructional Support

Collaborates with internal partners in the planning and evaluation of curricular projects and assists in the development of materials and resources in the subject/s authorized by the credential held; integrates Social Emotional Learning (SEL) principles and trauma informed practices into projects to improve program outcomes and student achievement; assists director and curricular staff in the development and alignment of materials with state frameworks and guidelines; administers River Bend Outdoor Day Camp Program; supervises and directs River Bend docents; serves as lead docent in the delivery of outdoor education curriculum and activities for students.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Possession of a valid California teaching credential based on bachelor's degree and student teaching authorizing instruction in introductory science; experience teaching introductory or higher science curriculum; experience in project management, outdoor education, and implementing Social Emotional Learning principles and trauma informed practices desired.

Knowledge of:

California Next Generation Science Standards and curriculum frameworks; effective outdoor environmental education instructional strategies and methodologies and program development; SEL Guiding Principles and trauma informed practices; child and adult learning theory; techniques to work collaboratively with diverse groups and individuals; strategies for coaching and mentoring; methods and best practices related to data collection and analysis; interpersonal skills using tact, patience and courtesy; operation of standard office equipment; standard software applications and video-conferencing platforms.

Skill and Ability to:

Plan, develop, and facilitate professional learning activities including large scale trainings and events; plan, develop, implement, and evaluate outdoor educational programs; effectively transmit knowledge and skills to others; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; work collaboratively with a variety of people at various locations; organize work to meet strict deadlines; collect and analyze data; maintain accurate and accessible records; communicate effectively in both oral and written forms with diverse groups; establish and maintain cooperative working relationships with clients and staff; operate standard office equipment and use standard software applications, including videoconferencing platforms.

Other Characteristics:

Possession of a valid California driver's license and ability to provide own transportation in conducting work assignments; willingness to travel as needed.

1/2024