

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, K-12 Curriculum and Instruction

DEFINITION

Under general direction, plans, organizes, coordinates, and manages professional development events, data projects and program-wide related activities for the K-12 Curriculum and Instruction programs; serves as the lead project manager for professional development training operations; plans and schedules school reviews in order to ensure districts fulfill their responsibilities under the Williams legislation; 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

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff 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.)

Program Support

Acts as a liaison to districts and schools for K-12 Curriculum and Instruction programs; organizes, coordinates, promotes, and monitors professional development training and delivery support on a regional and state-wide basis; markets programs and services using various methods including social media; maintains master calendar and online event management system for in-house professional development; creates and monitors memorandums of understanding (MOUs); develops, monitors and coordinates facility operational plans; performs a variety of technical and support services in developing and monitoring timelines, and program evaluation; manages and monitors technical projects including online course database and related websites; organizes, edits and distributes training materials; responsible for all evaluation activities including student achievement data, and other district assessments; disseminates information regarding projects and program activities; assists the director in revising training materials; assists the director in analyzing, writing and disseminating data summary reports; acts as the lead project manager for training operations and other special events on and off site.

Williams School Reviews

Provides training to county office and school district staff to ensure the requirements of the Williams legislation are met, related to sufficiency of instructional materials and adequacy of facilities; organizes and supervises system for scheduling review of schools in accordance with relevant laws, rules, and regulations pursuant to the Williams legislation; develops and implements procedures, guidelines and training in order to collect data, analyze and monitor district compliance and prepare related reports; coordinates review assignments and scheduling for county, district, and other staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree or equivalent and related experience working in programs sponsored by education based organizations; experience in the development, implementation, and evaluation of successful programs including organizing and monitoring projects; experience maintaining positive working

relationships with administrators, teachers and other educational staff; demonstrated success writing procedural and program reports; experience coordinating large-scale events and training programs; experience providing support services to trainers of school administrators and teacher participants.

Knowledge of:

Current practices and procedures related to State Board of Education adopted curricula; Williams legislation and school review responsibilities; uniform complaint procedures specifically relating to instructional materials and facilities; project management practices and procedures; professional development and training strategies; standard software applications including intermediate database and basic web development skills; and evaluation procedures.

Skill and Ability to:

Plan, implement and monitor both small and large scale, multi-day trainings and events; plan, develop, implement, and evaluate educational programs; work cooperatively and effectively with individuals and groups; transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; establish and carry out program evaluation and monitoring procedures; manage databases; maintain social media presence; analyze data and create reports; communicate in both oral and written forms with diverse groups.

Other Characteristics

Possession of a valid California driver's license and willingness to travel using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 11/8/16
Revisions approved by Personnel Commission 1/11/16
Former title: Project Specialist II, K-12 Language Arts
Approved by Personnel Commission 4/22/03