

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Adult Education Data and Evaluation

Definition

Under general direction, develops, plans, and organizes a variety of data collection, analysis, and reporting activities designed to measure the outcomes of adult education projects within the Sacramento County Office of Education (SCOE); performs other duties as assigned.

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.)

Organizes and assists in the development and implementation of research and evaluation projects to determine the impact of adult education programs and initiatives; develops data collection instruments and processes to monitor and analyze data accuracy; performs a variety of technical and support services including: data entry, compiling, analyzing, interpreting, and presenting data, producing visually appealing and user-friendly graphic and tabular data displays, preparing reports for a variety of educational partners, and making recommendations based on results; utilizes and manages existing data analysis and visualization techniques; assesses the effectiveness and accuracy of new data sources and data gathering techniques; coordinates with application developers to identify report criteria and requirements needed to develop data collection systems and reporting tools; recommends department website information and content updates; develops accessible materials in compliance with current accessibility standards; identifies data collection improvements; collaborates with team to incorporate data findings into educator training materials that support online learning, education technology, and applications; conducts trainings and workshops online and in person; facilitates focus groups and supports technical development committees, projects, and program-wide activities related to data gathering, analyzing, and evaluation; provides technical assistance related to adult education projects; provides analysis to determine effectiveness of technical assistance, professional development, data reporting tools, and other services related to department deliverables; attends workshops, trainings, and conferences; supports department hosted events; performs other duties as assigned.

Minimum Qualifications

Education, Training, and Experience

Any combination of education, training, and experience equivalent to possession of a bachelor's degree from an accredited college or university; progressively responsible experience in data collection, analysis, reporting, and visualization; experience in planning, implementing, and managing projects or events preferred; experience working in educational, or support services programs sponsored by education, government agencies, or community-based organizations preferred.

Knowledge of

Public education, adult education systems, and related accountability policies, practices, and trends; basic knowledge of 508 compliance and Web Content Accessibility Guidelines (WCAG) accessibility requirements; qualitative and quantitative data collection, analysis, and reporting strategies; common data visualization tools; correct English grammar, spelling, punctuation; technical assistance; effective training and evaluation strategies; public speaking, presentation, and facilitation techniques; online data collection

systems, and standard software applications and videoconferencing platforms.

Skill and Ability to

Set priorities and evaluate progress; make decisions on a variety of complex matters; communicate effectively in both oral and written form with individuals from various cultural and socioeconomic backgrounds; develop measurable goals and objectives maintain accurate and up-to-date records; work independently, as well as in a team environment; utilize a variety of database tools to enter and retrieve data; research and evaluate data; use data findings to make recommendations for change; establish and maintain cooperative working relationships with program staff, outside agencies, and others.

Revisions approved by the Personnel Commission 12/13/22