

Sacramento County Office of Education Job Description
Classification Title: Project Specialist II, California Adult Education
Program (CAEP)

Definition

Plans, organizes, and manages special projects and events within the California Adult Education Program (CAEP) within the Sacramento County Office of Education (SCOE) including technical assistance, conference and professional development planning, web information management, communications, and diverse analytical and research services to the Adult Education field; performs other duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

None; may provide task direction to other department staff

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.)

Coordinates services among partners and subject matter experts to support the California Adult Education Program statewide; organizes, coordinates, promotes, and monitors professional development trainings; provides technical assistance support including general programmatic and fiscal guidance on a regional and statewide basis to clients, including statewide Adult Education Program consortia leads, members, partners, and subcontractors; connects technical assistance requests to the appropriate agencies and analyzes data to identify client needs; reviews and applies relevant laws and regulations; ensures all work products, activities, and performance meet CAEP requirements (assurances), guidelines, timelines, and relevant California Education Code; assists in facilitating webinars and meetings with subject matter experts; organizes small and large scale multi-day trainings and events; prepares materials for proposals and monthly program reports documenting various aspects of program operations; assists in the development of guidance documents for the purpose of supporting the field with adherence to CAEP deliverables; maintains a high-level of cross-functional collaboration with state partners; collects and maintains data and develops reports related to program evaluation activities; organizes, edits, and distributes training materials; monitors completion of project deliverables; collaborates with team to develop content for weekly CAEP newsletter and other communications; supports remediation of data and content publicly posted to CAEP website, ensuring 508 compliance and adherence to appropriate style guidelines and web standards; works closely with project team to provide input regarding CAEP website user experience, navigation, and data capturing tools; monitors project timelines and service quality; maintains effective verbal and written communication with partners and clients; attends conferences and trainings as-assigned.

Minimum Qualifications

Education, Training, and Experience

Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a bachelor's degree; advanced degree preferred; experience in coordinating professional development; experience providing support regarding local, state, and/or federal programs in an educational setting, government agency, or community-based organization; experience administering and monitoring programs required (experience in adult education programs preferred).

Knowledge of

Adult education within community college and K-12 systems; community-based organizations that provide adult education services; principles of contract development and monitoring; applicable laws and legislation governing education services for adult learners; principles and best practices related to data

collection and data-driven decision making; common data and accountability management systems for adult education; federal accessibility standards and appropriate style guidelines regarding website content and layout; various instructional methodologies, including online, hybrid, or face-to-face; basic fiscal concepts affecting adult education programs; standard software applications including videoconferencing platforms, spreadsheet, and database applications.

Skill and Ability to

Design, deliver, and evaluate professional development offerings and technical services to large audiences; effectively transmit knowledge and skills to a variety of audiences; convey technical concepts in non-technical terms; communicate effectively in both oral and written form with individuals from diverse backgrounds; organize, schedule, coordinate, and execute a diverse array of activities and projects; maintain accurate and up-to-date records; work both independently and in a team environment; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; adhere to established timelines, work under time constraints, and meet deadlines; collect, analyze, and interpret data; utilize interactive databases for data entry and retrieval to problem solve and make decisions; engage staff and various partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate approaches; operate standard office equipment and use standard software applications, including videoconferencing platforms, spreadsheet, and database applications.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally using own transportation to conduct work assignments

Approved by Personnel Commission on 2/13/2024