

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Career Technical Education (CTE)

DEFINITION

Under direction, schedules and manages the logistics of providing technical assistance and reporting requirements for multiple school districts implementing Career Technical Education (CTE) programs; assists Local Education Agencies (LEAs) in accessing opportunities for CTE teachers to remain current in technical skills; 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.)

Manages and provides technical assistance and reporting requirements delivered online and in person; assists districts in determining their individual needs according to California Department of Education (CDE) and California Community College Chancellor's Office (CCCCO) guidelines with regard to Career Technical Education (CTE); ensures districts create standardized action plans; supports initiatives of Sacramento County Office of Education's College and Career Readiness department and California Partnership Academies (CPA); facilitates engagement and connections between CTE programs, workforce development stakeholders, and industry partners; provides resources and guidance to LEAs for student outreach and recruitment activities related to K14 pathways; engages support from local industry and workforce development agencies to promote student career preparedness; assigns resources within contract; monitors outcomes specified in grant across all districts involved; promotes the implementation and expansion of early college credit options, such as Dual Enrollment and Articulation agreements; works in conjunction with assigned CDE consultant and other partner county offices to coordinate compiling and creating informational documents for the state CTE website; supports CTE programs in the analysis and use of labor market data; communicates with districts, county offices, CDE staff, CCCO staff, and other outside agencies; coordinates logistics of providing coaching and technical assistance, including identifying subject matter experts to deliver professional development and assigning coaches and trainers to districts; district users access to the Professional Development Learning Modules for CTE; provides direction and assistance for data reporting and analysis; manages and monitors project tasks and respective timelines; plans and coordinates meetings and events as needed; compiles data and completes program evaluations for CDE; identifies gaps in existing pathways between Los Rios Community College District and K12 feeder districts and recommends further pathway development; ensures invoices are submitted for payment for specific tasks and actions; attends meetings and trainings as directed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to possession of a Bachelor's degree; progressive experience in planning, implementing, and managing projects and events; experience working in educational or support services programs sponsored by education, government agencies, or community-based organizations; experience managing processes of CTE programs and requirements of various funding sources desirable.

Knowledge of

Public education systems; career technical education programs; principles of data collection, analysis, and

reporting; budget development and monitoring; principles of project management; research methodology; online data collection systems and standard software applications.

Skill and Ability to

Communicate information professionally and effectively in both oral and written form; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; plan, organize, schedule, and coordinate a variety of activities and projects; assist in developing and monitoring budgets; maintain accurate and up-to-date records; work independently, as well as in a team environment; utilize interactive databases, including entering and retrieving data; research and evaluate data for problem solving and decision making; establish and maintain cooperative working relationships with program staff, outside agencies, and others.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation to conduct work assignments.

Revisions Approved by Personnel Commission 12/8/20

Approved by Personnel Commission 6/14/16