

Sacramento County Office of Education Job Description
Classification Title: Project Specialist II, Engineering and Mathematics, Inspiring Thinking and Solutions (EMITS)

DEFINITION

Under general direction, plans, organizes, coordinates, promotes, and monitors activities related to the Engineering and Mathematics, Inspiring Thinking and Solutions (EMITS) project specified in the California Mathematics and Science Partnership (CaMSP) grant for the K-12 Mathematics programs; 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 regarding coaching, professional development, and math pedagogy. Further differences include serving as the lead planner and implementer for specific, grant funded programs, 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

(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.)

Serves as lead project manager for implementation of the CaMSP grant; oversees all aspects of program including teacher orientation, logistics, planning, and design of Summer Institutes, school year Practica and Lesson Study, and Engineering Intensive Seminars; collaborates with engineer mentors and staff to develop seminars and support summer externship activities; manages day to day operations of the program including administration of the Core Partnership and Regional Partnership meetings, communication, and reporting responsibilities, coaching and teacher retention activities; acts as primary contact to California Department of Education (CDE); acts as liaison to districts, school, and teachers; monitors and coordinates facility operational plans; performs a variety of technical and support services in developing and monitoring timelines and program evaluation; coordinates training operations on and off site; prepares and presents reports as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Possession of a valid California teaching credential based on bachelor's degree and student teaching authorizing instruction in secondary mathematics; minimum four years of experience teaching secondary mathematics curriculum; experience delivering professional development to educators.

Knowledge of:

California Common Core State Standards for Mathematics; principles of professional development and training; grant management, budgets, and reporting; monitoring and evaluation methods; standard software applications.

Skill and Ability to:

Plan, coordinate and manage professional development activities including large scale trainings and events; 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; monitor budget expenditures; communicate effectively in both oral and written forms with diverse groups; establish and maintain cooperative working relationships with clients and staff.

Other Characteristics

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

1/6/2014