

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Curriculum and Instruction

DEFINITION

Under general direction, plans, organizes, coordinates, and manages various projects, professional development events, and program-wide related activities for Curriculum and Instruction; serves as the project manager for projects and professional development training operations; 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.)

Acts as a liaison to districts and schools for Curriculum and Instruction programs; organizes, coordinates, promotes, and monitors projects and professional development trainings and provides delivery support on a regional and state-wide basis; markets programs and services using various methods, including social media; maintains a master calendar and online event management system; disseminates information and provides technical support and project development related to program activities, timelines, and evaluation; assists in analyzing, writing, and distributing data and reports; assists with the preparation of budgets and fiscal management; acts as the lead project manager for training operations and other special events on and off site; offers direct service support to training participants; coordinates audiovisual and other technical connectivity setups for trainings and events.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree or equivalent; desired experience includes organizing large-scale training activities, event planning, and project management; experience working in programs sponsored by education-based organizations preferred.

Knowledge of

Current practices and procedures related to project management, including professional development and trainings; marketing strategies, including social media; standard software applications; evaluation procedures.

Skill and Ability to

Plan, implement, and monitor both small and large-scale projects, including multi-day trainings and events; provide audiovisual and connectivity set-up support; establish and maintain cooperative working relationships; effectively transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; maintain social media presence; analyze data and create reports; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; communicate in both oral and written forms with diverse groups.

Other Characteristics

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

Approved by Personnel Commission 2/9/21