

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, College and Career Initiatives

Definition

Under general direction, provides support in the creation, development, and coordination of professional development events, data projects, and program-wide activities; plans, organizes, and coordinates, professional development events, data projects, and program-wide activities for College and Career Initiatives; performs other duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, technical, and clerical personnel 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 College and Career Initiatives regarding local, regional, and statewide professional learning programs; under direction, organizes, coordinates, promotes, and monitors professional development trainings and other special events in-person and virtually; provides regional and statewide program delivery support; creates promotional materials for use in email campaigns, websites, publications, and social media; assists with management of program social media presence; maintains a master calendar and utilizes an online event management system for professional learning activities; assists with creation of memorandums of understanding (MOUs) and data collection related to contract deliverables; disseminates information, provides technical assistance, and supports projects related to program activities, timelines, and evaluation; contributes to technical projects, including online database management and program website data analysis; organizes, edits, and distributes training materials; collects, analyzes, writes, and distributes data and reports; provides data and information to assist with the development of grant proposals; supports department outreach activities for school sites and community, business, and industry partners; supports and coordinates events to promote equity of access for College and Career Initiatives.

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; desired experience includes developing, implementing, or evaluating programs, projects, or trainings and events; experience building community and industry partnerships and working in programs sponsored by educational or government agencies, or community-based organization preferred.

Knowledge of

College and career readiness systems related to secondary education programs including computer science, Career Technical Education (CTE), educational technology, the arts, school counseling, and mentoring; laws, rules, and regulations related to college and career readiness; effective project management, presentation, and professional development delivery techniques and evaluation procedures;; standard software applications including videoconferencing platforms, online database and website management.

Skill and Ability to

Plan, develop content, deliver, coordinate, and monitor trainings and events; establish and maintain cooperative working relationships; communicate effectively in both oral and written form with individuals

and groups from various cultural and socioeconomic backgrounds; explain technical information and concepts in nontechnical terms; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; support program evaluation and contribute to program reports; manage databases; maintain social media presence; analyze data and create reports.

Other Characteristics:

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

Approved by the Personnel Commission 12/13/22