

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist II, Assessment, Research, and Evaluation

DEFINITION

Under general direction, plans, organizes, coordinates, and implements a variety of activities related to assessment, research, evaluation, and professional learning to support Sacramento County Office of Education (SCOE) programs and various partners at the local and state level; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required; further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, clerical, and student assistant 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.)

Project Management and Department Support

- Plans, organizes, coordinates, and manages large-scale assessment, professional learning, and data projects in support of statewide programs;
- Develops and monitors project timelines;
- Monitors completion of project deliverables;
- Facilitates planning meetings;
- Prepares and presents program or budget reports;
- Recruits educators, schools, and districts statewide for various activities;
- Communicates with a variety of partners which may include Local Educational Agencies (LEAs), community-based organizations, nonprofit private schools, Institutions of Higher Education (IHEs), and SCOE programs;
- Collaborates internally to plan and revise various deliverables;
- Prepares training materials, including online training resources in alignment with federal accessibility guidelines and internal standards;
- Supports, coordinates, and facilitates trainings and professional learning sessions to support contract area needs;
- Supports department outreach activities;
- Attends trainings, meetings, and conferences as assigned.

Assessment , Research, Evaluation, and Data Analysis

- Coordinates and assists in the development and implementation of evaluation strategies, assessment measures, and instruments to determine the impact of educational programs and research projects;
- Supports test administration, development, scoring, and reporting;
- Provides technical assistance and training on data practices and data culture to a variety of

audiences;

- Develops impact and accountability reports for SCOE and other agencies;
- Develops and maintains complex databases related to research, evaluation, and assessment;
- Develops and manages systems for collecting quantitative and qualitative data and records, measuring performance, and improving outcomes;
- Compiles, analyzes, and visualizes data to assist in the preparation of reports and statistical records;
- Makes recommendations based on data analysis;
- Prepares reports documenting all aspects of operations.

Contract and Budget Management

- Develops, maintains, and monitors various budgets, consistent with federal and state funding guidelines and SCOE policies;
- Compiles and provides information related to budgetary activities;
- Assists in the creation of various contracts;
- Prepares budget revisions and contract amendments;
- Develops and revises grant budgets according to grant specifications;
- Provides and presents expenditure reports to funding agencies;
- Collaborates with internal and external partners to plan, execute, and monitor progress of contract deliverables.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Any combination of education, training, and experience equivalent to a bachelor's degree;
- Extensive experience with professional learning programs or in student assessment particularly with standardized, large-scale assessment;
- Experience in research and evaluation preferably in a public education setting.

Knowledge of

- Large scale assessment delivery and management practices;
- Educational testing principles and practices;
- Test construction issues particularly related to validity and reliability;
- Research methodology;
- Survey techniques and program evaluation procedures;
- Effective presentation and training methods and meeting needs of diverse learners and staff;
- Current classroom management practices and trends regarding educator professional learning;
- Principles of project management;
- Principles of budgeting and fiscal management procedures;
- Basic quantitative and qualitative data collection, analysis, and reporting strategies;
- Digital accessibility standards;
- Standard software applications including videoconferencing and presentation software.

Skill and Ability to

- Research, interpret, and apply mandated testing rules, regulations, policies, and procedures;
- Plan, develop, implement, and evaluate programs;
- Organize, schedule, coordinate, and complete a variety of activities and projects;
- Work cooperatively with individuals and groups to develop and maintain positive working relationships with internal and external partners throughout the state, county, and region;
- Develop measurable goals and objectives;
- Set priorities, meet timelines, monitor expenditures, and evaluate progress toward achievement;
- Establish and carry out program analysis, evaluation, and monitoring procedures;
- Accurately perform mathematical and statistical calculations;
- Communicate effectively in both oral and written forms with individuals from diverse backgrounds and to technical and non-technical audiences.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel; driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate; willingness to travel within the state as required.

Revisions approved by Personnel Commission 2/11/25

Revisions approved by Personnel Commission 1/10/12

Former title: Project Specialist II, Large Scale Assessment, Development, and Scoring

Revisions approved by Personnel Commission 6/17/98

Approved by the Personnel Commission 8/13/97