

**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 student assessment and/or research and evaluation. 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**

Director, Center for Student Assessment and Program Accountability

**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.)

**Assessment**

Plans, organizes, coordinates, and manages large-scale assessment projects in support of statewide assessment programs including, but not limited to, the California English Language Development Test (CELDT), California High School Proficiency Examination (CHSPE), and General Educational Development Program (GED); develops and monitors project timelines; monitors completion of project deliverables; coordinates test administration, development, scoring, and reporting; facilitates planning meetings; prepares and presents program and budget reports; recruits schools and districts statewide for various assessment activities; prepares assessment training materials, including online training resources.

**Research and Evaluation**

Coordinates and assists in the development and implementation of evaluation strategies, assessment measure, and instruments to determine the impact of educational programs and research projects; develops impact and accountability reports for SCOE and other agencies; performs a variety of technical and support services involving the development and maintenance of complex databases related to research, evaluation, and assessment; develops and manages systems for collecting data and records, measuring performance, and improving outcomes; compiles and analyzes data to assist in the preparation of reports and statistical records; makes recommendations based on data analysis; prepares reports documenting all aspects of operations.

**Budget Management**

Develops, maintains, and monitors various budgets, consistent with federal and state funding guidelines and SCOE policies; prepares budget revisions and contract amendments; develops and revises grant budgets according to grant specifications; provides and presents expenditure reports to funding agencies.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Bachelor's degree and extensive experience working in student assessment particularly with standardized, large-scale assessment; experience in research and evaluation preferably in a public education setting.

**Knowledge of:**

Research methodology, presentation and training methods, budgeting and fiscal management procedures; educational testing principles and practices, test construction issues particularly related to validity and reliability, and standard software applications including 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 business and outside agency representatives throughout the state, county, and region, as well as internal staff and administration; 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/statistical calculations; communicate effectively in both oral and written forms to technical and non-technical audiences.

**Other Characteristics**

Possession of a valid California driver's license and be able to provide own transportation in conduct of work assignments.

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