

Sacramento County Office of Education Job Description

Classification Title: Coordinator, OTAN Technology Projects

DEFINITION

Under general direction, plans, coordinates and manages statewide projects and activities related to the Outreach and Technical Assistance Network (OTAN) contract objectives; provides professional development, technical assistance, and leadership in the effective use of digital learning and instructional technology for California adult education providers; leads staff and program activities to ensure high-quality support and services; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical and technical 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 that may be found in positions within this classification.)

- Plans, coordinates, and manages statewide digital learning and technology integration initiatives for adult education providers;
- Plans, coordinates, and leads a professional development program, including an annual statewide hybrid conference, focused on technology integration, online resources, and instructional models in adult education;
- Designs and delivers conference presentations;
- Develops, coordinates and implements California Adult Education Digital Learning Guidance (DLG) training;
- Facilitates and collaborates with local adult schools and programs on the development and implementation of technology-related goals;
- Plans, coordinates and manages technical assistance and professional development activities;
- Recruits, trains, and directs the work of Subject Matter Experts (SMEs) for digital projects including virtual and in-person training for adult education institutions, consortia, and statewide conferences;
- Ensures alignment with project deliverables and timelines, including coordination of data collection and reporting;
- Facilitates the development of instructional resources to address classroom integration of instructional technology, lesson planning, and the use of learning management systems;
- Assists with the development of online resources and coursework;
- Assists with the development and distribution of online informational materials regarding current updates in the area of adult education and related technology;
- Prepares documents and communications related to program activities;
- In collaboration, coordinates the OTAN training team to ensure strategic planning, contract compliance, and performance monitoring;
- Selects, trains, supervises, and evaluates the work of assigned staff.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Possession of a valid California teaching or administrative services credential;
- Bachelor's degree in education, instructional technology or related field required;
- A Master's degree in the area of education or instructional technology desired;
- Successful experience implementing and utilizing learning management systems desired;
- Experience teaching and managing adult education programs preferred.

Knowledge of:

- Adult learning theory;
- Principles of organization and project management;
- Technology planning;
- Online instruction;
- Learning management systems and their application in adult education settings;
- California Adult Education Digital Learning Guidance and related frameworks;
- Principles of conference planning for professional learning;
- Structure and goals of California adult education programs and consortia;
- Standard software applications including video-conferencing platforms;
- Graphic and presentation software used for communication and delivery of professional learning;
- Video development for instruction and professional learning.

Skill and Ability to:

- Plan, coordinate and manage technical assistance and professional learning activities;
- Design and develop instructional materials and online learning resources;
- Develop measurable goals and objectives and evaluate progress toward achievement;
- Set priorities and make decisions on a variety of complex matters;
- Organize work to meet strict deadlines;
- Effectively communicate technical knowledge and skills to others in both oral and written form, in non-technical, clear terms;
- Establish and maintain cooperative working relationships with individuals and groups from diverse backgrounds;
- Facilitate collaboration among diverse educational institutions and partners;
- Coordinate data collection, analysis, and reporting to meet project requirements;
- Recruit, train, and manage assigned staff;
- Operate office equipment and use standard software applications, including video-conferencing platforms.

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.

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