

# **Sacramento County Office of Education Job Description**

## **Classification Title: Project Specialist I, Assessment and Accountability**

### **DEFINITION**

Under direction, plans, organizes, manages, and monitors large-scale student assessment, accountability, research, district communications, and program evaluation projects; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, clerical staff, and student assistants 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 the tasks which may be found in positions within this classification.)

#### **Assessment Program Implementation**

Supports the development, administration, implementation, training, scoring, and reporting of state and local assessment programs; maintains knowledge and understanding of current assessment and accountability policies, practices and trends; provides support and training on California student assessment and accountability programs to educators in schools and school districts; plans, organizes, and facilitates meetings, feedback sessions, workshops, trainings, conferences, and other professional development opportunities for educators; prepares meeting, training, and conference materials, for both in-person and virtual professional development activities; conducts recruitment of schools, districts, and educators for various assessment and accountability activities.

#### **Data and Reporting**

Coordinates and assists in the development and implementation of research and evaluation projects to determine the impact of programs and initiatives, including the design of data collection instruments and analysis strategies; performs a variety of technical and support services including data entry, compiling, analyzing, and interpreting data, producing visually appealing and user-friendly graphic and tabular data displays, preparing reports for a variety of stakeholders, and making recommendations based on results; and develops and manages systems for collecting data and records.

#### **Project Management**

Plans, organizes, coordinates, manages, and monitors complex assessment, accountability, research, and program evaluation projects; develops and monitors project timelines and completion of project deliverables; develops and maintains regular and effective communication with all relevant project stakeholders; effectively prioritizes workloads and manages multiple projects simultaneously; generates cost, attendance, and participation reports and other reports as needed; maintains confidentiality of sensitive materials and information; creates and maintains accurate records by using various information management systems; and assists with recruitment and hiring of exempt temporary employees.

### **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; experience in testing, teaching, or training in the field of education; experience with data collection, analysis, and reporting; and experience in planning, implementing, managing projects and events.

**Knowledge of**

Project management principles; excellent customer service practices; student assessment policies, practices, laws, and regulations; qualitative and quantitative data collection, analysis, and reporting strategies; correct English grammar, spelling, punctuation.

**Skill and Ability to**

Communicate accurately and effectively in both oral and written form; use critical thinking skills to analyze problems and make recommendations for improvement; develop and maintain positive working relationships with all persons contacted in the course of work; work independently and also collaboratively with a team; coordinate a variety of projects simultaneously; develop and present training materials; conduct research and evaluate data to solve problems, develop recommendations, and make decisions ; manage school and district testing programs; maintain confidentiality; plan, organize, and facilitate events and projects; assist with the recruitment, selection, and evaluation of staff; assist in developing and monitoring budgets; use standard software applications.

**Other Characteristics**

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation to conduct work assignments; and willingness to travel within the state as required.

Revisions approved by Personnel Commission 4/13/21

Formerly Project Specialist I, Center for Student Assessment and Program Accountability

Revisions approved by Personnel Commission 1/14/14

Revisions approved by Personnel Commission 7/8/08

Approved by Personnel Commission 10/24/00