

**Sacramento County Office of Education Job Description**  
**Classification Title:**  
**Program Manager, Assessment and Training**

**DEFINITION**

Under general direction, plans, coordinates, designs, implements, and evaluates assessment-related outreach and training activities and projects; performs other related 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.)

Manages the development and implementation of large-scale assessment projects; prepares and implements contracts and deliverables related to assessment projects; works with the California Department of Education (CDE) and other program partners to develop, monitor, and evaluate scope of work performed under new and existing assessment contracts; develops staffing plans to support defined project outcomes; prepares and monitors program budgets and expenditures; assigns projects and project deliverables to staff; provides leadership and coaching to staff in program-related areas such as project management, outreach, and training; develops and monitors program processes and implements changes to ensure efficiency and effectiveness; collaborates with staff and program partners on the development and monitoring of individual, team, project, and program goals; plans, develops, and implements annual training and engagement strategies to guide the assessment work performed under program contracts; analyzes, interprets, and communicates data related to communication, training, and outreach plans to inform future goals and outcomes; plans, convenes, and facilitates statewide meetings with assessment coordinators, site administrators, and teachers to provide updates, solicit feedback, and work on collaborative projects; selects, trains, supervises and evaluates assigned staff .

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Any combination of education, training, and experience equivalent to a bachelor's degree from an accredited college or university; master's degree from an accredited college or university with coursework in assessment and/or project management is desirable; successful experience in designing and implementing large-scale projects; experience with assessment and accountability projects in a California county office of education, school district, or charter school is highly desirable.

**Knowledge of:**

California K-12 assessment and accountability programs such as California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC); strategies for continuous improvement; appropriate ways to analyze, interpret, utilize, and communicate data; principles of personnel management; principles and practices of project and change management; effective communication, outreach, and training strategies; budget development and management principles; standard software applications, including videoconferencing platforms.

**Skill and Ability to:**

Communicate effectively in both oral and written form with individuals from diverse backgrounds; plan and facilitate effective meetings; develop, implement, and monitor complex projects; manage multiple projects simultaneously; establish and maintain cooperative working relationships with staff, clients, and program

partners; develop and implement strategic plans; evaluate the effectiveness of plans; apply problem-solving techniques to achieve desired outcomes; provide positive leadership; identify and provide opportunities for staff development; select, train, supervise, and evaluate staff.

**Other Characteristics**

Possession of a valid California driver license; willingness to travel locally using own transportation; willingness to travel within the state as required.

Revisions approved by Personnel Commission 5/14/24

Former Title: Program Manager, Evaluation, Research, and Assessment (C-SAPA)

Approved by Personnel Commission 9/14/04