

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Seeds of Partnership

Definition

Under general direction, plans, organizes, and manages various project tasks, provides training and technical assistance, facilitates professional learning events and activities and provides overall support to task areas that are encompassed within the Seeds of Partnership contract, a statewide special education family support and engagement training and technical assistance project of the California Department of Education (CDE); performs related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, technical, and clerical 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.)

Serves as a liaison and assists in implementing priorities of Seeds of Partnership contract areas including special education family support and engagement, Family Empowerment Center (FEC) support; disseminates information and provides support to CDE, Local Educational Agencies (LEAs), Special Education Local Plan Areas (SELPAs), parent centers, and other agencies, regarding parent involvement in special education; assists with organizing, promoting, and monitoring projects specific to contract areas; facilitates professional learnings, gathers resources, and creates materials; analyzes data and prepares evaluations and reports; assists with preparation and monitoring of contract budget; provides technical assistance regarding the Individuals with Disabilities Education Act (IDEA) Part B and Part C student outcomes including Least Restrictive Environment (LRE) and compliance monitoring activities; maintains current knowledge of parent involvement, early childhood development and learning, and other special education topics related to contract areas; assists in development and maintenance of a statewide data collection system; identifies professional learning needs; assists in training and providing technical assistance to staff and directors as part of the statewide Family Empowerment Disability Council and the FECs; identifies, provides support to, and assists in processing subject matter experts as independent contractors and CDE subcontractors; provides support in gathering and updating program website content and multi-media materials for presentations; develops surveys and participates in program evaluations; attends and participates in a variety of workgroups, meetings, and conferences as assigned.

Minimum Qualifications

Education, Training, and Experience

Possession of a bachelor's degree or equivalent; successful experience working with special education programs at the state or federal level, in an educational setting, government agencies, or community-based organizations; experience with supporting and involving families in the educational system desired; experience with project management desired.

Knowledge of

Public education system regarding special education; federal, state and local special education initiatives, related laws, programs, and terminology; federal, state, and local resources to support children with disabilities and their families; current practices related to special education and family engagement, including early learning through secondary transition; data collection and survey techniques and program evaluation procedures; outreach strategies and multi-media material development; correct English grammar, punctuation, spelling, and proofreading.

Skill and Ability to

Plan, organize, and facilitate events and projects; effectively transmit knowledge and skills to a variety of educational and community partners; establish and maintain effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds; present information to individuals and groups; conduct research and evaluate data to solve problems, develop recommendations, and make decisions; coordinate a variety of projects simultaneously; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; use critical thinking skills to analyze problems and make recommendations for improvement; prepare concise and accurate technical summaries and reports; use standard software applications including spreadsheet, database applications, and videoconferencing platforms; learn new technology and adapt to changes based on program need.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within and out of the State as required.

Approved by Personnel Commission on 3/14/23