

Sacramento County Office of Education Job Description

Classification Title: Project Specialist II, ESSA/LCFF

DEFINITION

Under general direction, provides specialized support and expertise related to state and federal programs for Sacramento County districts, schools, and charter schools; 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 regarding public education systems, and state and federal legislation as it relates to educational programs. Further differences include more responsibility and decision making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Director, Local District Support Services

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.)

Organizes, coordinates, and monitors technical assistance to school districts with Comprehensive Support and Improvement (CSI) schools; assists with the design and implementation of a support system for districts with schools identified for improvement under the Every Student Succeeds Act (ESSA) and for charter schools identified for improvement under ESSA; assists with the Local Control and Accountability Plan (LCAP) review process; provides technical assistance to school districts related to Federal Program Monitoring; serves as an expert on proposed and adopted legislation as it relates to state and federal program accountability; serves as an expert on proposed, revised and enacted California budgets related to PreK-12 funding; serves as a liaison for communication across SCOE and Sacramento County school districts for the purpose of conveying information about state and federal legislation and accountability requirements; collaborates with SCOE programs relating to professional learning opportunities to support district and school continuous improvement (e.g., plan alignment, family and community engagement, stakeholder engagement as it relates to Local Control Funding Formula (LCFF) and ESSA planning, etc.); attends state-level meetings related to state and federal educational programs; facilitates state and federal program network meetings; responds to general inquiries and/or concerns regarding state and federal planning requirements.

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; successful experience working with state and federal educational programs, government agencies, and community-based organizations; experience with conducting trainings and working with state-level agencies and/or community based organizations.

Knowledge of

California public education; state and federal educational accountability; categorical programs; district and school policies and procedures; basic mathematics; technical and legal documents; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; standard software applications.

Skill and Ability to

Plan and implement processes to support coherence with and knowledge of state and federal educational programs; communicate effectively in both oral and written form; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; effectively transmit knowledge and skill to others; plan, develop, and conduct meetings; organize and prioritize work; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; maintain positive working relationships; use standard software applications; learn new technology and adapt to changes.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the State as required.

Approved by Personnel Commission: 5/14/19