

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist II, Technology Integrator, Adult Education

DEFINITION

Under general direction, provides direct technical assistance to Adult Education Block Grant (AEBG) adult education funded agencies; manages cloud-based technology related professional development projects, events, and activities for adult education programs and services; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Adult Education

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.)

Plans, organizes and manages technical assistance and professional development opportunities for adult educators in California related to the effective integration and use of technology in their classrooms, programs and activities; researches technology-related delivery of both online and in person training and professional development, including Chromebooks, tablet, apps, and smart phones; integrates mobile technology platforms into professional development training operations and programs; oversees technology-related pilot projects for adult education; supervises the production of videos and YouTube screencasts related to technical training for adult educators; works collaboratively with adult education agency instructors, administrators, and other adult education professional development providers; collects and organizes data related to professional development trainings and projects; researches and presents information on topics related to technology integration; creates reports, articles, social media posts and other content as assigned; plans and coordinates technical trainings to be presented at local, regional and statewide conferences; communicates effectively with the adult education field; supports and conducts online workshops as needed.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Any combination of education, training and experience equivalent to a bachelor's degree from an accredited institution; experience working in programs related to adult education; Google certification such as Google Certified Trainer or Google Certified Educator; current experience working with new and emerging technologies including social media; experience in delivering professional development to adult educators.

Knowledge of:

Adult education program instructional needs and requirements; online instruction; Google Apps for Education and Google Classroom; Chromebook setup, management, and administration; mobile device usage and support in administrative and classroom settings; online communication training tools including video and audio conferencing systems; webinars and online learning systems (Moodle, Blackboard, etc.); standard software applications including presentation software.

Skill and Ability to:

Plan, coordinate and manage technical training and professional development activities; create reports, articles, and social media posts; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; work collaboratively with a variety of people at various agencies; organize work to meet strict deadlines; maintain accurate and accessible records; communicate effectively in both oral and written forms; establish and maintain cooperative

working relationships with clients and staff.

Other Characteristics

Possession of a valid California driver's license and ability to provide own transportation in conducting work assignments.

Approved by Personnel Commission 4/11/17