

Sacramento County Office of Education Job Description
Classification Title:
Program Manager, Special Projects, Curriculum and Instruction

DEFINITION

Under general supervision, serves as the program manager for special projects; coordinates the development of professional development and promotional materials, publications, graphics, and other special projects; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Clerical, technical, and support personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Oversees the management and development of high-quality print-based and/or online professional development materials and graphics; initiates projects with internal and external clients; determines marketing plans to increase client base; receives incoming projects and requirements; interprets clients' needs and estimates timeline; leads and assigns work to technical staff; collaborates with authors and special project groups to develop and design activities, training programs, and publications; requests and maintains copyright status of materials for inclusion in professional development documents and other publications; compiles data based on actual work, purchased copyrights and photos for invoicing to clients; tracks and verifies accuracy of production estimates and invoices; prioritizes multiple projects to meet deadlines; coordinates and oversees the management of project data for the maintenance of database record keeping systems that allows for the efficient collection and retrieval of information including training materials and related reports; edits program documents submitted for grants, awards, and credentialing approval; provides project design and project assistance to other departments as requested.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree from an accredited college or university; coursework in graphic design, project management, or related field; experience working in K-12 instructional support programs; demonstrated success in writing publications related to instructional/educational policies and practices, and training of administrators and teachers; experience in coordinating events, and training programs, and developing instructional/training materials; experience in managing database systems.

Knowledge of:

Principles of project management; research-based, K-12 instructional programs; core subject areas with alignment to state curricular frameworks and content standards; effective staff development and training materials, and presentations; research of instructional policies and practices; variety of operating systems (Mac OS and Windows); design software such as Adobe Creative Suites; graphic design and print terminology; publication style guides; technical writing/editing; database management systems; grant processes, departmental budgets, and monitoring expenses;

Skill and Ability to:

Effectively transmit technical information and knowledge and skills both in written and oral form; organize, plan and coordinate small and large scale projects; analyze technical issues and provide solutions; research and evaluate software applications; translate abstract concepts into visual form; set up and maintain data-

base files; develop measurable goals and objectives, set priorities and evaluate progress toward achievement; work cooperatively and effectively with individuals and groups; select, assign work, and evaluate technical personnel.

Other Characteristics

Possession of a valid California driver's license and willingness to travel locally with mileage reimbursed.

Revisions approved by Personnel Commission 9/9/14
Former Title: Program Manager, Special Projects, Reading Lions Center
Approved by Personnel Commission 10/25/04