

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Adult Education

DEFINITION

Under direction, provides data analysis, reporting, and technical assistance to adult education programs and consortia members regarding online data collection; performs other 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.)

Collects and aggregates data from various project partners and staff to create monthly, quarterly, and annual reports; identifies report criteria and requirements needed to develop electronic survey and data collection systems; coordinates with web database programmers to ensure data collection systems and tools meet reporting needs; assists and trains project partners on the use of data reporting systems; provides technical assistance to customers on student outcome data, accountability, and related data collection systems; collects, assembles, and analyzes survey results from the various partners; prepares and compiles data for progress reports on a monthly and quarterly basis, and as needed; provides input to assist the program in identifying areas of focus and planning future activities; provides analysis to determine effectiveness of technical assistance, professional development, tools, and other services provided by SCOE and its partners; collaborates and supports project partners on technical assistance and professional development activities; provides content maintenance and updates to the program website and ensures all videos and data publicly posted are ADA-compliant and meet appropriate style guidelines and web standards; monitors and oversees website analytics to determine trends, high traffic areas, and resource needs; collects evaluations and creates reports for program events; monitors outcomes specified in work plans; communicates with districts, county offices, CDE staff, and other outside agencies; manages and monitors project tasks and respective timelines; provides technical support and hosts professional development webinars; attends meetings and trainings as directed.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to possession of a bachelor's degree; progressive experience in planning, implementing, and managing projects and events; experience working in educational or support services programs sponsored by education, government agencies or community-based organizations.

Knowledge of:

Public education and adult education systems; principles of data collection, analysis, and reporting; principles of project management; research methodology; ADA requirements for web sites; web-based content management and data collection systems; and standard software applications.

Skill and Ability to:

Communicate information professionally and effectively in both oral and written form; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; plan, organize, schedule and coordinate a variety of activities and projects; maintain accurate and up-to-date

records; work independently, as well as in a team environment; utilize interactive databases, including entering and retrieving data; research and evaluate data for problem solving and decision making; establish and maintain cooperative working relationships with program staff, outside agencies and others.

Other Characteristics

Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation in conduct of work assignments.

Revision approved by Personnel Commission 7/14/20
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