

Sacramento County Office of Education Job Description
Classification Title: Project Specialist II, Technology Projects,
Outreach and Technical Assistance Network (OTAN)

DEFINITION

Under general direction, plans, coordinates, and implements projects and activities related to the Outreach and Technical Assistance Network (OTAN) contract objectives that support the utilization of instructional technology by California adult education providers; performs other 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.)

Designs, organizes and facilitates professional learning opportunities for adult educators in California related to the use of technology; researches and implements various delivery modes and platforms for professional learning, including in-person, online, hybrid, videoconferencing, and Learning Management Systems (LMS); utilizes LMS to deliver professional learning; supports agencies in adoption and maintenance of LMS; develops, delivers, and supports OTAN self-paced and teacher-led courses; coaches and mentors adult educators in best practices related to instructional technology and student assessment; assesses educator needs and develops professional learning curriculum and instructional supports; provides training, guidance, and technical assistance regarding virtual learning and the use of an LMS; manages administration of LMS including communication with vendors and participating adult education agencies; manages, designs, and coordinates communication and training regarding LMS for statewide administrators and educators; provides remote technical assistance and support to adult education professionals; creates program related materials and content including documents and videos; collaborates with adult educators, administrators, and other adult education professional learning providers; researches, writes, and disseminates OTAN communications; coordinates, facilitates, and delivers presentations at local, regional and statewide conferences; manages and maintains OTAN video production projects, including California Adult Education Students Succeed Project; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Possession of a valid California teaching or administrative services credential and a bachelor's degree in education, instructional technology, or related field; master's degree is preferred; experience working with new and emerging technologies, including LMS platforms and digital tools; experience facilitating adult education instruction and delivering professional learning to adult educators required; experience managing adult education programs preferred.

Knowledge of:

Adult learning theory; principles of project management; principles of professional learning and teacher change; effective presentation methods for a variety of audiences; online instruction; online learning management systems; techniques to work collaboratively with diverse groups and individuals; strategies for coaching and mentoring; interpersonal skills using tact, patience, and courtesy; operation of standard office equipment; standard software and video-editing applications and video-conferencing platforms.

Skill and Ability to:

Plan, coordinate and manage professional learning activities; manage and implement online learning management systems; effectively transmit knowledge and skills to others; 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 locations throughout the state; organize work to meet strict deadlines; maintain accurate and accessible records; communicate effectively in both oral and written forms with diverse groups; establish and maintain cooperative working relationships with clients and staff; operate standard office equipment and use standard software and video-editing applications and video-conferencing platforms.

Other Characteristics

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

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