

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, Designated Subjects**

**Purpose Statement**

The Project Specialist, Designated Subjects provides support in Designated Subjects and Teacher Effectiveness & Preparation programs.

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This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Essential Functions**

Collaborates with other district personnel to implement and/or maintain services for a variety of credentialing programs.

Analyzes and evaluates information from participating employers and school districts to recommend program and/or service improvements for credentialing programs.

Configures and manages the learning management system to ensure that content is delivered from instructors and curriculum developers to participating teachers.

Under the direction of the program administrator, researches, develops, and assesses content as assigned for credential instructional programs.

Coordinates program components, support needs, and materials (e.g., course work, training teachers, training instructors, managing learning management system, etc.) to meet District and/or program guidelines.

Maintains a variety of manual and electronic files and/or records for credentials, MOUs, and financials to provide accurate and timely information and to ensure compliance with regulatory requirements and established guidelines.

Participates in meetings, workshops, trainings, and seminars relating to teacher training, technology, and learning management systems to convey and/or gather information.

Prepares a variety of program-mandated reports related to courses, credentials, and instructors to ensure that district, County, State, and Federal requirements are met.

Plans and facilitates seminars, workshops, and in-service (e.g., district technology information, credential, coursework, etc.), to promote programs, gather feedback, and comply with established internal controls.

Researches, prepares, and distributes branding materials to recruit employers and participating teachers statewide for SDCOE's credentialing programs.

Serves as an online instructor or curriculum developer as needed.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS required include preparing and maintaining accurate records; analyzing data; conducting meetings; facilitating meetings; planning agendas/meetings; operating standard office equipment including pertinent software applications; developing effective working relationships; preparing and maintaining accurate records; monitoring program evaluation and assessment.

KNOWLEDGE of California standards for the Teaching Profession; research and evaluation techniques; program assessment and accountability activities related to the CCTC accreditation process; research-based strategies; data collection and analysis; college and career counseling; current trends in instructional area; modern principles and practices of program development and implementation; pertinent federal, state, and local laws and regulations.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods; independent problem solving is required to analyze issues; communicating effectively orally and in writing; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; tracking budget expenditures. Utilization of resources from other work units is sometimes required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity.

The job generally requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Five (5) years of teaching experience, including three (3) years of increasingly responsible mentoring and/or leadership responsibilities. Experience conducting and coordinating professional development activities, facilitating meetings, and experience working effectively with teachers and administrators is highly preferred.

**Education:** A bachelor's degree in education, education administration, or other closely related field.

**Equivalency:** A combination of education and experience equivalent to a bachelor's degree in education, education administration, or other closely related field, and five (5) years of teaching experience, including three (3) years of increasingly responsible mentoring and/or leadership responsibilities.

**Required Testing**

N/A

**Certificates**

Valid Clear CA Teaching Credential

Valid CA Driver's License

Valid CA Administrative Services Credential preferred

**Continuing Educ./Training**

As needed to maintain required certificates and/or licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 035

Established: 9/2018

Revised: N/A

Approved:   
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Dr. Olivier Wong – Assistant Superintendent, Human Resources