

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

**Project Specialist, Teacher Effectiveness**

**Purpose Statement**

Under administrative direction, the Project Specialist, Teacher Effectiveness plans, facilitates, and supports Teacher Effectiveness program components, including recruitment activities for commission-approved credentialing programs offered by the Teacher Effectiveness Unit.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties**

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**

- Responds to questions from prospective and current applicants about the Commission on Teacher Credentialing (CTC) approved programs through the Teacher Effectiveness office including intern, induction, and designated subjects.
- Plans advisement meetings with program candidates to provide advice and assistance on progress toward program completion requirements; monitors candidate progress and provides feedback on unfinished requirements.
- Coordinates assigned program components, learning management systems, and support needs for the purpose of complying with grant and program guidelines.
- Collaborates with program, school district, and County Office staff to plan workshops and advisory meetings on program materials and services.
- Schedules, prepares materials, coordinates registration, and compiles evaluation surveys for Teacher Effectiveness program coursework.
- Designs evaluation instruments for the purpose of determining the effect of implemented materials and/or program services.
- Collects, analyzes, and interprets program and grant data to create assigned reports, evaluates effectiveness, and makes recommendations to improve program components and quality.
- Reviews existing materials and services and gathers input from various stakeholders for the purpose of identifying specific areas of necessary change and opportunities for improvement.
- Maintains a variety of manual and electronic files for the purpose of providing up-to-date reference and complying with program and grant regulatory requirements.

- Supports Teacher Effectiveness leadership in recruitment efforts for Teacher Effectiveness programs or for special projects as requested.

### **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**

#### **Knowledge and Abilities**

##### KNOWLEDGE OF:

Credentialing requirements, processes, and regulations for educators in the State of California;  
Relevant provisions of California Education Code, State of California laws, rules, and regulations, and collective bargaining agreements, as they relate to credentialing processes;  
Methods of adult learning theory, instruction, and training;  
Assigned learning management systems;  
Microsoft Office and Google Suite software.

##### ABILITY TO:

Gather, collate, and/or classify data;  
Analyze data utilizing defined but different processes;  
Provide superior customer service to clients and stakeholders;  
Work with a significant diversity of individuals and/or groups;  
Work with data of widely varied types and/or purposes;  
Communicate effectively with diverse groups;  
Set priorities;  
Build collaborative relationships;  
Work with constant interruptions;  
Meet assigned deadlines and schedules;  
Work as part of a team.

### **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. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Experience:** Three (3) years' work experience supporting teacher intern or adult or career education programs and coordinating professional development activities for teacher preparation programs.

**Education:** Bachelor's degree from a regionally accredited college or university

**Equivalency:** Bachelor's degree from a regionally accredited college or university, and three (3) years' work experience supporting teacher intern or adult or career education programs and coordinating professional development activities for teacher preparation programs.

Required Testing

N/A

Certificates

Valid Driver's License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test and TB Clearance

FLSA State: Exempt

Salary Range: Classified Management Grade 35

**Personnel Commission Approved:** June 21, 2021