

JOB DESCRIPTION
San Diego County Office of Education

Supervisor II, ITS Training and Events

Purpose Statement

Under administrative direction, the Supervisor II, ITS Training and Events, is responsible for designing, developing, planning, coordinating, and evaluating technology training and events for internal and external customers of the San Diego County Office of Education (SDCOE).

Essential Functions

- Plans, organizes, and manages technical assistance and professional development opportunities for SDCOE staff and assigned school districts related to technology initiatives, programs, and activities.
- Facilitates planning and development of websites, online videos, and multimedia projects to meet training needs for SDCOE and assigned school district technology initiatives.
- Assembles and leads project teams comprised of members from various SDCOE technology units to develop training content and materials as assigned.
- Conducts training needs assessments and analyzes resulting data to collaborate with ITS managers to plan and design effective training programs for school districts and charter schools; collects and organizes data related to professional development trainings and projects.
- Develops and coordinates training and support materials (e.g. guides, job aids, handouts, web pages, videos, web-based documents, etc.) for the purpose of providing a variety of presentations in different mediums to individuals, small, and/or large groups in both formal and informal settings.
- Tracks training enrollment and completion rates of the trainees to keep record and follow up with supervisors.
- Compiles and analyzes data, and prepares reports to monitor the effectiveness of technology training programs and services, and recommends program enhancements and changes to improve learning outcomes and opportunities.
- Participates in and/or facilitates meetings, workshops, and seminars for the purpose of conveying and/or gathering information, identifying issues, developing recommendations, supporting other staff, and serving as a SDCOE representative.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting SDCOE goals and objectives.
- Maintains awareness of new trends, regulations, and best practices related to training in order to propose training improvements and modifications for SDCOE employees.

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:

Techniques and principles of employee training, organizational development, instructional design, and performance and productivity improvement;

Federal, state, and local regulations related to training and training methodologies, such as California Education Code;

Methods of online instruction;

Online communication training tools including video and audio-conferencing systems;

Webinars and online learning systems (Moodle, Blackboard, etc.);

Standard software applications including presentation software.

ABILITY to:

Plan, coordinate and manage technical training and professional development activities;

Create reports, articles, and social media posts;

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 agencies;

Meet project deadlines in assigned areas;

Maintain accurate and accessible records;

Communicate effectively in both oral and written forms;

Establish and maintain cooperative working relationships with clients and staff;

Work with constant interruptions.

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. The job is performed under minimal temperature variations.

Experience: Three (3) years of work experience in technology training development in education, government agency, and/or community-based organizational programs. Experience in technology training development and video production in an educational setting is desired.

Education: A bachelor's degree in information technology, organizational management, educational technology, or related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in information technology, organizational management, educational technology, or related field, and three (3) years of work experience in technology training development in education, government agency, and/or community-based organizational programs. Experience in technology training development and video production in an educational setting is desired.

Required Testing

N/A

Continuing Educ./Training

N/A

Certificates

Valid CA Driver's License

Clearances

Criminal Justice Fingerprint/Background
Clearance

Drug Test

Proof of physical examination including TB
Screen

FLSA Status: Exempt

Salary Range: Classified Management Grade 34

SLT Approval Date: **October 19, 2016**

Revised: 9/19