

JOB DESCRIPTION

San Diego County Office of Education

SUPERVISOR III, ITS TRAINING AND EVENTS

Purpose Statement:

Under administrative direction, the Supervisor III, ITS Training and Events will oversee the planning, implementation, design and evaluation, and usage of professional technology training and learning activities for the San Diego County Office of Education (SDCOE), school districts, and charter schools; supervise and evaluate the performance of assigned technical staff.

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 the 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.

Essential Functions

- Oversees the planning, implementation of professional learning activities to support technology usage and implementation throughout the organization.
- Plans, organizes, and manages technical assistance and professional development opportunities for SDCOE staff and assigned school districts related to technology initiatives, programs, and activities.
- Coordinates technology-focused professional learning program/sessions and related activities ensuring SDCOE technology facilitates the achievement of division and organizational goals.
- Leads the development and preparation of a variety of materials (communications, marketing, websites, documentation, presentations, job-aids, etc.) to support the ITS division outreach activities.
- Oversees and completes complex tasks such as coordinating the logistics of various training and professional learning activities, conducting webinars, face-to-face learning sessions, registration processes, activity-tracking, etc.
- Facilitates planning and development of websites, online videos, and multimedia projects to meet training needs for SDCOE and assigned school district technology initiatives.
- Collaborates with a variety of partners for the purpose of developing professional learning programs.
- 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.

- 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 to propose training improvements and modifications for SDCOE employees.
- Performs personnel administrative functions for assigned personnel (e.g., hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

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:

Principles and techniques of employee training, organizational development, and instructional design;

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

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

Webinars and online learning systems (e.g. Moodle, Blackboard)

Principles and practices of supervision, training, and performance evaluation

ABILITY TO:

Plan, develop, and implement professional learning training programs/technology activities;

Analyze and evaluate effectiveness of training programs;

Create reports, training materials, job aids, 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;

Communicate effectively orally and in writing;

Establish and maintain cooperative working relationships with clients and staff;

Work with constant interruptions.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

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

Experience: Five (5) years of work experience in technology training development and implementation in education, government agency, and/or community-based organizational programs, including two (2) years of supervisory experience. Experience in technology training development and video production in an educational setting is desired.

Equivalency: A combination of education and experience equivalent to bachelor's degree in information technology, organizational management, educational technology, or related field and five (5) years of work experience in technology training development and implementation in education, government agency, and/or community-based organizational programs, including two (2) years of supervisory experience. Experience in technology training development and video production in an educational setting is desired.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Classified Management, Grade 038

Personnel Commission Approved: May 18, 2022

Revised: N/A