

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**Professional Expert Description
Specialist - Program**

THE POSITION: The position of Program Specialist provides general programmatic support, including general research and report writing, and assists with project management within various agency-wide initiatives for the California Collaborative for Educational Excellence (CCEE). The Program Specialist may report to any member of the CCEE leadership team, as assigned.

ESSENTIAL 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 class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Specialist job family.

- Develops and assists in the development of written content for projects, reports, and services that reflect CCEE's professional standards in content quality, analytical rigor, and appearance;
- Conducts literature reviews and general research, including online research to support agency projects
- Schedules, coordinates, monitors, and manages activities across multiple projects involving internal and external stakeholders to support agency initiatives, including establishing and meeting completing project deadlines, creating and maintaining project documentation, and maintaining basic budgetary practices
- Schedules, coordinates, and manages in-person and virtual meetings, including the development and implementation of agendas, facilitation guides, and presentations
- Assists with organization of large, cross-agency meetings with staff, statewide agency partners and other agencies
- Establishes and maintains positive and effective relationships with staff and representatives from local educational agencies, state agencies, statewide associations, and other external partners

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's degree from an accredited college/university is required.

EXPERIENCE

At least three years of professional experience in education or related field.

KNOWLEDGE OF:

- Microsoft Office applications, including Word, Outlook, Excel, Powerpoint, OneDrive, and Sharepoint, and ability to proficiently use, manage, and create templates for cloud-based documents and resources for collaborative use
- Local Control Funding Formula (LCFF) policy, Local Control and Accountability Plan (LCAP) document and processes, especially as they related to program services at the school district level
- Project and change management strategies and application
- Basic budgetary practices

SKILLS AND ABILITY TO:**WRITE AND EDIT**

- Write and edit communications, memoranda, reports, handouts, presentation materials, and other written materials for a variety of audiences
- Copyedit and proofread written material, including handouts, reports, and presentation materials for:
 - Spelling, punctuation, and grammar
 - Tables, charts, references
- Ensure attention to detail for accuracy and coherence in written reports, handouts, presentation materials, and other documents and related project materials
- Develop and import graphics and images created in Photoshop or Illustrator into reports or other written materials

SUPPORT RESEARCH ACTIVITIES

- Conduct general preliminary research, including artifacts and legislative documents, and draft related reports with critical analysis and recommendations
- Conduct literature reviews
- Coordinate research projects and assist with evaluation projects and related activities
- Design and implement data collection instruments
- Coordinate, schedule, and manage data collection activities
- Assist with qualitative and quantitative statistical analyses
- Prepare, write, and present reports of project findings to a variety of audiences with clarity and brevity

COORDINATE PROJECTS

- Schedule, coordinate, and monitor project activities involving internal and external team members
- Manage multiple projects, including establishing and meeting competing project deadlines
- Create and maintain project documentation and communications for internal and external purposes
- Follow basic budgetary practices for projects
- Assist with analysis of issues and development of action plans and appropriate and effective solutions

SUPPORT MEETINGS AND EVENTS

- Coordinate, schedule, and manage in-person and virtual meetings

- Assist with development and implementation of agendas, meeting facilitation guides, and presentations for large meetings with internal and external participants

SUPPORT STAKEHOLDERS

- Communicate effectively with supervisor, colleagues, and external stakeholders
- Establish and maintain cooperative and professional working relationships with colleagues and external stakeholders

OTHER

- Work evenings and weekends as needed
- Meet the travel requirements of the position

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere.
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands.

CERTIFICATES/CREDENTIALS/LICENSES: Valid California driver's license required.