

JOB DESCRIPTION
San Diego County Office of Education

PROJECT SPECIALIST, TEACHER EFFECTIVENESS

Purpose Statement

The Project Specialist, Teacher Effectiveness provides support within the Teacher Effectiveness and Preparation programs.

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

- Collaborates and communicates with 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 program candidates.
- 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, hiring, 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 and mentor 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 program participants 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

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;
 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 TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
 Practice cultural competency while working collaboratively with diverse groups and individuals;
 Schedule a significant number of activities, meetings, and/or events;
 Routinely gather, collate, and/or classify data;
 Use job-related equipment.
 Work independently with others in a wide variety of circumstances;
 Analyze data utilizing defined but different processes;
 Operate equipment using standardized methods;
 Independently problem solve to analyze issues;
 Communicate effectively orally and in writing;
 Establish and maintain effective working relationships;
 Meet deadlines and schedules;
 Set priorities;
 Work with multiple projects, frequent interruptions, and changing work priorities;
 Work with detailed information/data and maintain accurate records;
 Maintain confidentiality.

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.

Experience: Five (5) years of experience in roles involving training, mentoring, or leading others in an educational setting (preschool-adult learning). Demonstrated ability to coordinate and facilitate professional development activities, lead meetings, and collaborate effectively with educators, administrators, or cross-functional teams is highly preferred.

Education: Bachelor's degree

Equivalency: A combination of education and experience equivalent to a bachelor's degree, and five (5) years of experience in roles involving training, mentoring, or leading others in an educational setting (preschool-adult learning). Demonstrated ability to coordinate and facilitate professional development activities, lead meetings, and collaborate effectively with educators, administrators, or cross-functional teams is highly preferred.

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 Grade Certificated Management Grade 035

Approval Date: 9/2018

Approved by: _____
Dr. Sheiveh Jones, interim assistant superintendent
Human Resources Services

Revised: 5/2019, 2/2023, 05/2025