

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

**Professional Expert Description
Senior Specialist, Statewide Systems of Support**

THE POSITION:

The Senior Specialist (SS) for the System of Support reports to the Deputy Executive Director (DED) or their designated representative. The SS works independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The SS is responsible for using discretion and judgment while proactively providing scheduling, travel, project tracking, office management, event planning, meetings management, and general support within a dynamic environment that is mission-driven, results-driven, and community oriented.

A successful candidate exercises good judgment in a variety of situations, demonstrates strong written and verbal communication, engages administrative and organizational skills, and maintains a realistic balance among multiple priorities with general oversight of the DED or their designated representative.

SS must have a thorough understanding and knowledge of the CA Statewide System of Support (SSOS) various initiatives, Local Control and Accountability Plan (LCAP) goal requirements and skills to identify, implement and monitor strategies for integration between SSOS initiatives roles/responsibilities.

DISTINGUISHING CHARACTERISTICS:

The position of Senior Specialist, SSOS distinguishes itself from Specialist, Program by the higher level of independence, more complex coordination required, and leadership over multiple projects.

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 Senior Specialist job and Specialist job family, and:

- Independently manages special assignments, projects, and program specific tasks including planning and facilitating various SSOS meetings both in-person and virtual

- Schedules, coordinates, monitors, and manages activities across multiple projects involving internal and external educational partners to support agency initiatives, including establishing and meeting competing project deadlines, creating and maintaining project documentation, and maintaining basic budgetary practices
- Acts as a thought partner with state agencies, staff at CCEE and educational partners in strategic initiatives pertaining to SSOS, CCEE and Transformative Systems for Equitable Educational (TSEE) center's priorities
- Establishes and maintains detailed calendars and timelines of related activities, due dates, and schedules, tracking progress and forecasting issues
- Prepares, sends out, and tracks mass mailings
- Supports ongoing updates to SSOS website and directory as needed with regular updates to content, based on input from educational partners.
- Assist with analysis of issues and development of action plans and appropriate and effective solutions
- Collaborates with other staff to organize and maintain filing systems and to organize and retain program relevant materials
- Design templates, processes, and project management timelines for daily and high priority projects and manages to completion
- Apply continuous improvement cycles utilizing data, monitor SSOS evaluation plans addressing logic models and questions.
- Manages relative data sets and summarizes descriptive data for necessary reports.

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:

Minimum of 5 years in project management experience with at least 3 years in K-12 educational systems and 2 years with CCEE.

KNOWLEDGE:

- Thorough understanding of the CA Statewide System of Support initiatives, funding, current and prior legislative responsibilities

- Awareness and understanding of Local Control Funding Formula (LCFF) policy, Local Control and Accountability Plan (LCAP) document and processes, especially as they relate to program services at the district level
- Project and change management strategies and application
- Facilitation skills
- Basic budgetary practices
- California education policy context
- Public education goals, programs, achievements and challenges
- Principles and practices of management, supervision and staff evaluation
- Project and change management strategies and application

SKILLS AND ABILITY:

PROJECT MANAGEMENT

- Effectively plan, develop, administer, implement, monitor and evaluate programs and projects related to assignment
- Manage multiple projects, including establishing and meeting competing project deadlines
- Analyze issues, create plans of actions, and reach appropriate and effective solutions
- Conduct basic budgetary practices for projects
- Create and maintain project documentation for internal and external purposes

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

EDUCATIONAL PARTNER SUPPORT

- Communicate effectively with supervisor, colleagues, and external stakeholders
- Establish and maintain effective working relationships with staff, school district, and county officer personnel, and other agency personnel

- Establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; perform overtime as needed and perform job safely

OTHER

- Perform professional level tasks with a need to frequently upgrade skills
- Communicate effectively, both orally and in writing
- Work independently with little direction
- Work evenings and weekends as needed and perform the job safely
- 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 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