

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project Specialist II, Technology Projects, Outreach and Technical Assistance Network (OTAN)

DEFINITION

Under general direction, plans, coordinates, and implements projects and activities related to the Outreach and Technical Assistance Network (OTAN) contract objectives that support the utilization of instructional technology by California adult education providers; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director I, OTAN

SUPERVISION OVER

Professional, technical and clerical staff as assigned

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 classification.)

Plans, organizes and manages professional development opportunities for adult educators in California related to the use of technology; researches, implements and manages alternative delivery modes for professional development, including online workshops and videoconferencing; oversees OTAN's course management system and provides comprehensive training for teachers; recruits and trains trainers in traditional and alternative delivery modes; oversees various technology-related pilot projects for adult education; produces short videos on adult education topics; works collaboratively with adult education agency instructors and administrators, and other adult education professional development providers; maintains program records; collects data related to professional development and pilot projects; writes reports and articles as assigned; plans, coordinates presentations and presents at local, regional and statewide conferences; communicates with the field via newsletters, listservs, flyers and other means.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Possession of a valid California teaching or administrative services credential and a Bachelor's degree in education, instructional technology or related field; master's degree is preferred; current experience working with new and emerging technologies; experience in delivering professional development to adult educators; experience teaching in and managing adult education programs preferred.

Knowledge of:

Adult learning theory; principles of professional development and teacher change; online instruction; personal computer hardware, and software used for word processing, spreadsheets, graphics, presentations, instruction and communications.

Skill and Ability to:

Plan, coordinate and manage professional development activities; 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 locations throughout the state; organize work to meet strict deadlines; maintain accurate and accessible records; communicate effectively in both oral and written forms; establish and maintain cooperative working relationships with clients and staff.

Other Characteristics

Possession of a valid California driver's license and ability to provide own transportation in conducting work assignments; willingness to travel.

10/2010