

## SANTA CLARA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: Project Specialist**

### General Description

Under the direction of the Coordinator (English Language Development), carries out a series of sensitive and complex tasks related to the development and implementation of the *A Look at Learning (A.L.L.)* project at the Santa Clara County Office of Education, and contributes to the project's vision and growth. The Project Specialist is expected to have an expert level of knowledge about research-based approaches for the education of English learners.

### Certification and Education

#### **Minimum Qualifications**

A current valid teaching credential in California, including CLAD or BCLAD certification (or equivalent); five (5) years of classroom teaching experience; Master's degree in bilingual/ multicultural education or comparable field.

#### **Knowledge, Abilities and Experience**

Two (2) years of school or district leadership or administrative responsibility; instructional coaching experience; bilingual and biliterate in one of the major languages of English learners in Santa Clara County.

### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL DUTIES:**

Coordinates and monitors the day-to-day project operations of *A.L.L.*; schedules events and maintains the system calendar; assists with development and monitoring of project work plan; provides technical assistance to district implementation teams; oversees the development of tools and materials based on the *A.L.L.* vision, beliefs, and core implementation components; supports project-wide planning, organizing and calendaring; participates in project-level reflection/ improvement cycles; negotiates and prepares agreements with LEAs & Counties and monitors those agreements.

Plans, develops materials, calendars and conducts professional development sessions; supports establishment and maintenance of internal (SCCOE) coordination and support; organizes, plans and co-facilitates the SCCOE *A.L.L.* Coordinating Council; provides on-site technical assistance to LEAs in the *A.L.L.* Collaborative, including coaching, planning and delivery of professional development; supports design and production of materials, including videos, print materials and project evaluation tools.

#### **OTHER DUTIES:**

Supports design, production and maintenance of website; plans, designs, and coordinates the annual Showcase of LEAs in the collaborative; supports marketing and public relations; supports fund raising; supports recruiting, hiring, training, and supervision of staff; supports annual budget development and monitoring of expenditures; supports project evaluation, instrument development and data collection; assists and supports research and development for Trainer of Trainers and continued curriculum development.

### **Working Conditions**

Working conditions 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

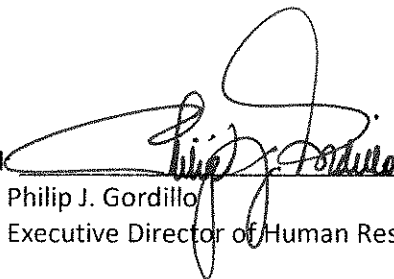
qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

**Physical Demands**

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

**Environment**

Duties are performed in an office environment.

Approved  \_\_\_\_\_  
Philip J. Gordillo  
Executive Director of Human Resources

7/24/12  
Date