

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROFESSIONAL DEVELOPMENT SPECIALIST, CTAG

BASIC FUNCTION:

Under the direction of the Director II, Technology Systems, perform specialized activities in the management, design, implementation and assessment of professional development to support the County Technology Academy Grant (CTAG); conduct County Office professional development classes; develop and maintain collaborate working relationships with district/school staff and various outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized activities in the management, design, implementation and assessment of professional development to support the CTAG; collaborate with the Director and other technology staff to develop strategies for on-site support for grant participants.

Conduct County Office professional development classes; schedule and present CTAG information and implement related workshops.

Develop and maintain collaborate working relationships with district/school staff and various outside agencies; assist in CTAG application process.

Plan and coordinate CTAG celebrations, grant readings and scorings, orientation, academy and other related activities.

Maintain communication with grant recipients regarding time lines, needs, funding and on-site support for grant implementation; respond to requests for information as needed.

Develop and conduct software trainings; prepare related training materials; assist in the implementation of County Office professional development outreach trainings; assist in the marketing efforts to CTAG applicants.

Support CTAG evaluation process; collect data, follow up with participants and communicate with outside evaluators as needed.

Set up and manage CTAG web pages, web directories, FTP accounts and e-mail lists for CTAG cycles according to established time lines and procedures.

Prepare and maintain a variety of records and reports related to assigned activities; prepare the CTAG cycle and annual summary reports according to established time lines.

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Communicate effectively with a variety of County Office and school district staff and outside agencies to coordinate trainings and related activities, exchange information and resolve issues or concerns; communicate with news agencies in the marketing of the CTAG; contact grant winners and maintain communication with grant recipients.

Operate a computer, assigned software and related peripherals; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Goals, elements and philosophy related to the California Curriculum Frameworks and California Educational Reform documents.

Goals, elements and philosophy related to national, State and local technology standards applicable to assigned activities.

Applicable laws, rules, codes and regulations related to assigned activities.

Operation of a computer and assigned software.

Technology training techniques and methods.

Public speaking techniques.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Perform specialized activities in the management, design, implementation and assessment of professional development to support the CTAG.

Conduct County Office professional development classes.

Develop and maintain collaborate working relationships with district/school staff and various outside agencies.

Coordinate and schedule CTAG events.

Develop lessons for teacher integration of technology.

Establish and maintain cooperative and effective working relationships with others.

Prepare and maintain summaries, records and reports related to assigned activities.

Plan and organize work.

Work independently with little direction.

Communicate effectively both orally and in writing.

Operate a computer and assigned software.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or related field and three years of successful grant writing and professional development experience.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate California Teaching Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.