

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

PROFESSIONAL EXPERT POSITION ANNOUNCEMENT

8/3/21

**Program Specialist:
Data Analytics and Fiscal Support
Sacramento or Los Angeles Office**

THE POSITION:

The CCEE is currently seeking applicants for a Program Specialist Position with expertise in data analysis and fiscal support. The Specialist position will be responsible for supporting the project management of CCEE's initiatives, in particular, CCEE's data-driven initiatives and service delivery for local educational agencies. The primary responsibilities will include but are not limited to analysis of CCEE's survey data and evaluation projects, and will develop, monitor, and report out on cross-agency analysis of business-critical insights and programs. Day to day responsibilities will include: Support project management of data analysis and evaluation. Ideally, this person will be positioned to support business critical insights and analyses across agency goals and support LEAs with understanding the impact of fiscal investments. The Program Specialist may report to any member of the CCEE leadership team, as assigned.

SALARY:

\$73,008 – \$80,491

BENEFITS:

Comprehensive benefit package, which includes participation in medical, dental, vision, and life insurance. Paid sick leave, vacation, holidays, and cellphone stipend. Membership in social security and the Public Employees Retirement System (PERS) is required (members of the California State Teachers Retirement System (STRS) may elect to remain in CalSTRS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and assists in the development of written and digital content for projects, reports, and services that reflect CCEE's professional standards in content quality, analytical rigor, and appearance
- Conducts literature reviews and general research, including online research to support agency projects

- Schedules, coordinates, monitors, and manages activities across multiple projects involving internal and external stakeholders to support agency initiatives, including establishing and meeting completing project deadlines, creating and maintaining project documentation, and maintaining basic budgetary practices
- Schedules, coordinates, and manages in-person and virtual meetings, including the development and implementation of agendas, facilitation guides, handouts, flyers, and presentations
- Assists with organization of large, cross-agency meetings with staff, statewide agency partners and other agencies
- Establishes and maintains positive and effective relationships with staff and representatives from local educational agencies, state agencies, statewide associations, and other external partners

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's degree from an accredited college/university is required.

EXPERIENCE:

At least three years of professional experience in education or related field.

KNOWLEDGE OF:

- Microsoft Office applications, including Word, Outlook, Excel, Powerpoint, OneDrive, and Sharepoint, and ability to proficiently use, manage, and create templates for cloud-based documents and resources for collaborative use
- Google platform including Google Drive, Sheets, Docs, Slides, Forms and ability to proficiently use, manage, and create templates for cloud-based documents and resources for collaborative use
- Local Control Funding Formula (LCFF) policy, Local Control and Accountability Plan (LCAP) document and processes, especially as they related to program services at the school district level
- Basic research practices and strategies
- Project and change management strategies and application
- Basic budgetary practices

SKILLS AND ABILITY TO:

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

SUPPORT RESEARCH ACTIVITIES

- Conduct general preliminary research, including artifacts and legislative documents, and draft related reports with critical analysis and recommendations
- Conduct literature reviews
- Coordinate research projects and assist with evaluation projects and related activities
- Support the design and implementation of data collection instruments
- Design and implement data collection instruments
- Coordinate, schedule, and manage data collection activities
- Assist with qualitative and quantitative statistical analyses
- Prepare, write, and present reports of project findings to a variety of audiences with clarity and brevity

COORDINATE PROJECTS

- Schedule, coordinate, and monitor project activities involving internal and external team members
- Manage multiple projects, including establishing and meeting competing project deadlines
- Create and maintain project documentation and communications for internal and external purposes
- Follow basic budgetary practices for projects
- Assist with analysis of issues and development of action plans and appropriate and effective solutions

SUPPORT MEETINGS AND EVENTS

- Coordinate, schedule, and manage in-person and virtual meetings
- Assist with development and implementation of agendas, meeting facilitation guides, and presentations for large meetings with internal and external participants

SUPPORT STAKEHOLDER OUTREACH

- Communicate effectively with supervisor, colleagues, and external stakeholders
- Establish and maintain cooperative and professional working relationships with colleagues and external stakeholders
- Support and manage effective communication strategies through various social media and outreach platforms

OTHER

- Work evenings and weekends as needed
- Meet the travel requirements of the position

PHYSICAL DEMANDS:

- 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:

- 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

TO APPLY:

- Complete the EdJoin application (www.edjoin.org) and attach the following documents:
- Letter of Introduction (must be specific to the Specialist - Program position)
- Current resume

Conditions of Employment:

Employees are required to submit to a Department of Justice background check, provide proof of freedom from tuberculosis and vaccination for COVID-19.

APPLICATION DEADLINE: OPEN UNTIL FILLED, reviews to begin ten days after posting.

SELECTION PROCEDURES:

The multilevel selection process may consist of assessment activities, an application screening process, interviews for eligibility list placement, reference checks and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

In compliance with the Immigration Control and Reform Act of 1986, the California Collaborative for Educational Excellence/ Marin County Office of Education requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver's License, and Social Security Card.

The California Collaborative for Educational Excellence/ Marin County Office of Education prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.