

**Sacramento County Office of Education Job Description**  
**Classification Title:**  
**Project Specialist II, Technology Integrator, Adult Education**

**DEFINITION**

Under general direction, provides direct technical assistance to adult education programs throughout the state of California for the Sacramento County Office of Education (SCOE) Adult Education Department; manages professional development projects, events, and activities for adult education programs and services; performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**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, coordinates, and manages technical assistance and professional development opportunities for adult educators in California related to the effective integration and use of technology in classrooms and programs;
- Organizes or delivers technology-related trainings online, in person, and in hybrid settings for adult education programs and local, regional, and statewide conferences;
- Assists with learning management system (LMS) account setup, course creation, and user support for adult educators;
- Supports department implementation of technology-related pilot projects for adult education;
- Facilitates virtual trainings such as webinars and screencasts and submits recordings for post-production editing;
- Collects and organizes data related to professional development trainings and projects;
- Identifies and presents information on emerging topics related to technology integration;
- Produces and assists with developing reports and written communication in compliance with applicable accessibility policies for various communication channels;
- Attends and presents at meetings and conferences, and provides exhibitor booth support.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

- Any combination of education, training, and experience equivalent to a bachelor's degree;
- Experience working in programs related to adult education;
- Current experience working with new and emerging educational technologies preferred;
- Experience in delivering professional development to adult educators;
- Trainer or educator certificates from productivity software, such as Google or Microsoft, preferred.

**Knowledge of**

- Adult education program instructional needs;
- Principles of effective in-person, online, and hybrid instruction;
- Productivity software used in adult education to facilitate instruction or learning such as Google Workspace or Microsoft Office Suite;
- Mobile device usage and support in administrative and classroom settings;
- Functional usage of recorded trainings, webinars, and LMS platforms in an adult education setting;

- Basic Audio/Visual (A/V) equipment for various audience sizes;
- 508 compliance and accessibility standards and requirements for print, digital, A/V, and web-based materials;
- Screen casting tools and basic principles of video production and editing;
- The use of computer and mobile device hardware, components, and associated operating systems in an adult education setting;
- Standard software applications including videoconferencing platforms and presentation software.

#### **Skill and Ability to**

- Plan, coordinate, and manage technical training and professional development activities;
- Explain technical concepts in non-technical terms to various audiences;
- Design and deliver educational technology-related trainings in various formats;
- Administer and support LMS and online communication platforms;
- Operate and troubleshoot various technologies used in adult education settings including computers, mobile devices, and A/V equipment;
- Maintain current knowledge of and adapt to changes in educational technologies;
- Develop measurable goals and objectives and evaluate progress toward achievement;
- Set priorities and make decisions on a variety of complex matters;
- Organize work to meet strict deadlines;
- Maintain accurate and accessible records;
- Communicate effectively in both oral and written forms with individuals from diverse backgrounds;
- Establish and maintain effective and collaborative working relationships with partners and staff.

#### **Other Characteristics**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

Revisions approved by Personnel Commission 5/19/26  
 Approved by Personnel Commission 4/11/17