## assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools, and the County Office in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and inter-departmental meetings as assigned; provides subject area expertise and technical assistance as needed; attends and participates in County Office recognition events.

## OTHER DUTIES

Performs related duties as assigned.

## KNOWLEDGE OF:

Online and blended instructional strategies at an advanced level;

Adult learning theory at an advanced level;

Student data privacy, digital citizenship, and data literacy at an advanced level;

Digital badges and micro-credentials;

Knowledge of personalized learning; both professional and student;

K-12 curriculum and public school environments;

Pedagogical content and specific content of assigned instructional area;

Researching, synthesizing, writing and marketing training programs for assigned instructional area;

Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;

Collecting and assembling data and navigating assigned software systems;

Budget preparation and control:

Technical aspects of field of specialty;

Oral and written communication skills:

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software.

## ABILITYTO:

Apply pedagogical expertise across all academic areas;

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/school/curriculum needs for curriculum reform and school development planning;

Provide technical, specialized, consultative, advisory and planning services in assigned instructional area;

Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;

Serve as a resource to program representatives and the County Office;

Conduct special studies and in-services;

Coordinate large professional development institutes and conferences;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action;

Meet schedules and timelines;

Work independently with little direction;



Plan and organize work; Maintain records and files; Prepare comprehensive narrative and statistical reports.

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;