

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: EDUCATOR PREPARATION PROGRAM SPECIALIST**

**BASIC FUNCTION:**

Under the direction of assigned supervisor, serves as the primary contact for all stakeholders requiring access or use of Educator Preparation Program (EPP) application systems; performs responsible research and analysis of system application needs and problems for users; provides advice, assistance, problem solving, technical support and training for all systems users; coordinates outreach for marketing and communications of all EPP functions and events including outreach and communication for promotional activities including but not limited to social media, information meetings, communication blasts, video and digital publications; performs database development and assures the integrity of the databases; upgrades database related products when appropriate.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Serves as the subject matter expert for the Destiny One student management system and Canvas learning management system; performs system set up to ensure proper workflow; works with vendors to customize features to meet program needs; uploads and applies information as required; performs user set up and provides training and troubleshooting assistance.

Provides training and technical support for a variety of software and online programs used within the EPP department, such as Destiny One and Canvas.

Plans for and ensures data integration between systems utilized by EPP; leads data migration activities.

Monitors and updates workflows within systems and programs utilized by EPP to ensure critical data attributes and schema for data mapping and population are met; prepares and plans for data migration as needed.

Implements systems to solicit feedback from users to identify areas of improvement for existing system features of Destiny One; meets regularly with vendor to communicate department needs and validate EPP requirements; requests program customization; reviews relevant Destiny Connect documentation and Destiny Public View Implementation Guide to ensure that customized features and upgrades are appropriately documented.

Develops department user databases for marketing, archiving and record maintenance; compiles information and prepares and maintains a variety of reports related to programs and assigned duties; performs data entry of student, instructor and course information.

Creates a variety of written materials that are creative, descriptive, technical, and factual, including the EPP newsletter and promotional and marketing materials; develops and prepares website content; composes and

Educator Preparation Program Specialist – continued

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