



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Administrator, Educational Services

**Class Code: 1529
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations within Educational Services; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the program Director in the areas of curriculum and instruction, standards and assessments, and professional learning.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Assist the Department, in cooperation with local districts, other Divisions, outside, agencies, businesses, and the general public in developing new ideas and strategies in professional development to enhance the high quality of instruction in Orange County.
 3. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
 4. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 5. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
 6. Participate in the development and administration of program budgets; forecast and seek additional funds needed; recommend adjustments as necessary.
 7. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of educational and technological services; direct the development and implementation of financial funding and grants to support the programs of the Division.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

8. Attend and participate at meetings held at school districts, outside agencies, businesses, and various organizations, in order to manage and supervise areas of responsibility; prepare and present staff reports and other necessary correspondence to a variety of educational, business, and other governmental agencies.
9. Lead and participate in Professional Learning at division meetings.
10. Participate in the Orange County Department of Education's continued effort to provide leadership in technology and assist OCDE staff and Orange County school districts in the use of technology as a tool to improve student performance, staff training, program implementation, and general communication.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Modern and complex principles and practices of curriculum and Educational strategy trends in education.
4. Methods and approaches to planning Educational programs and services, according to identified needs and requirements of assigned program.
5. Evaluation and assessment techniques used in determining proper teaching and educational methods.
6. Principles of budget preparation and control.
7. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
8. State and federal funding processes.
9. Effective staff development, training, and coaching for enhanced performance.
10. Technology and its application in education.

Ability and Skill to:

1. Plan, direct, and coordinate educational programs, in both formal and informal learning settings.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.

Ability and Skill to (cont.):

5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Master's degree from an accredited college or university with major course work in education, education administration, behavior management or a related field and five years of increasingly responsible educational experience including two years of administrative service in a public school setting.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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