



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

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**Executive Director, Educational Services**

**Class Code: 1532**

**Work Days: 225**

**GENERAL PURPOSE**

Direct, manage, plan, and provide leadership for the activities and operations of the assigned areas of responsibility in order to meet the diverse educational needs of Orange County students, as well as the individual needs of districts, teachers, administrators, community members, and parents. Establish and maintain liaison with local district educational administrators and provide services and support as necessary; provide performance management leadership to staff; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Associate Superintendent, Educational Services.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from the Associate Superintendent, Educational Services.
2. Exercises direct supervision over management, supervisory, professional, technical, and/or 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. Manage and participate in the development and implementation of goals, objectives, policies, priorities, and strategic plan for assigned programs; recommend and administer policies and procedures.
2. Coordinate and direct communications, information, personnel, and resources to assure smooth and efficient activities and operations for Educational Services Division.
3. Coordinate assigned activities with other units, divisions, outside agencies, and the general public.
4. Select, train, motivate, lead, and evaluate staff; identify opportunities for improving service delivery methods, and procedures; implement improvements; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.
5. Plan, direct, coordinate, and review the work plan for appropriate staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
8. Recommend and administer policies and procedures that are consistent with the mission and values of the Orange County Department of Education.
9. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assign and monitor workloads and review internal reporting relationships; identify opportunities for improvement.
10. Serve as liaison for the Orange County Department of Education with other units, divisions, and partnering agencies.
11. Represent the Associate Superintendent of Educational Services at local, regional, and state meetings and events as needed.
12. Participate in the development of the Division's budget; provide oversight and monitoring of each unit's budget including forecasting additional funds needed for staffing, equipment, materials, and supplies. Make recommendations on expenditures and adjustments to the Associate Superintendent.
13. Encourage and assist staff and districts to effectively use data in the decision making process.
14. Attend and participate at meetings held at school districts, outside agencies, 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.
15. Participate on a variety of boards, commissions, and committees; attend and participate in professional group meetings; remain abreast of new trends and innovations in the field of educational services; direct the development and implementation of financial funding and grants to support the programs of this unit.
16. Review, develop, and provide input into legislation relative to the Orange County Department of Education and the needs of the school districts we serve.
17. Participate in the Orange County Department of Education's continued effort to provide leadership in college and career readiness and success.
18. Assist schools and districts with strategies to work effectively with parents.
19. Demonstrate attendance sufficient to complete the duties of the position as required.
- 20. Perform related duties similar to the above in scope and impact as required.**

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. State and federal programs, as well as the funding processes.

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**Knowledge of (cont.):**

4. Effective professional development, training, and coaching protocols.
5. California Academic Content Standards.
6. Principles and practices of budget preparation and administration.
7. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
8. Pertinent federal, state, and local laws, codes, and regulations.

**Ability and Skill to:**

1. Provide administrative and professional leadership and direction.
2. Plan, direct, and coordinate various educational programs.
3. Select, supervise, organize, train, coach, and evaluate professional, technical, and clerical personnel; effectively delegate authority and responsibility.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Prepare and administer large and complex budgets.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. 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 Master's degree from an accredited college or university with major course work in curriculum and instruction and six years of increasingly responsible education experience, including five years of administrative and supervisory experience.

**Licenses; Certificates; Special Requirements:**

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

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## **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 30 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 moderate to high pressure.

1/2019