



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

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**Administrator, Community and Student Support Services**

**Class Code: 1503  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, and coordinate the activities and operations within the Division of Community and Student Support Services; serve as a resource to school districts and other agencies to link school and community services promoting student success and well-being. Coordinate assigned activities with other units, divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, supervisory, 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 with coordination of services, resources, and technical assistance to schools, districts, and community agencies focused on student achievement and well-being.
  3. Coordinate the activities of Community and Student Support Services staff.
  4. Coordinate assigned activities with other Divisions, outside agencies, businesses, and the general public.
  5. Provide outreach to schools and community agencies.
  6. Select, train, motivate and evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; maintain personnel records as required.
  7. 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.):**

8. Plan, prioritize, assign, and review the work of staff responsible for providing services within Community and Student Support Services; prepare work schedules for appropriate staff.
9. Develop and administer the programs' budgets; forecast and seek additional funds.
10. Develop and implement a variety of training programs, workshops and meetings; provide consultation and technical assistance to schools, school districts, and community agencies.
11. 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.
12. Represent OCDE and actively participate in a broad array of Community and Student Support Services activities.
13. Develop, lead, and participate in professional development at division meetings.
14. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of education; direct the development and implementation of financial funding and grants to support the programs of the Division.
15. Participate in the Orange County Department of Education's continued effort to provide leadership and assist OCDE staff and Orange County school districts to improve student performance, staff training, program implementation, and general communication.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

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

#### **Knowledge of:**

1. Organization, supervision, and effective management practices and principles.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching and performance evaluation.
4. Modern and complex principles and practices of curriculum and instructional strategy trends in education.
5. Methods and approaches to planning instructional programs and services, according to identified needs and requirements of assigned program.
6. Evaluation and assessment techniques used in determining proper program management methods.
7. Modern and complex principles and practices of program development and administration.
8. State and federal funding processes.
9. Effective staff development, training, and coaching for enhanced performance.

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**Knowledge of (cont.):**

10. Principles and practices of budget preparation and control.

**Ability and Skill to:**

1. Plan, direct, and coordinate educational programs.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate 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. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
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. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
11. Develop reporting procedures in order to document, evaluate, and make recommendations regarding the effectiveness of programs, services, and products.

**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 or community setting.

**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.

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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.

5/2017