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

Administrator, Continuous Improvement **Class Code: 1656**
Work Days: 225

GENERAL PURPOSE

Manage, supervise, plan, and coordinate activities and operations within Continuous Improvement for the Orange County Department of Education (OCDE) related to district and school improvement, state accountability, and professional learning; coordinate assigned activities with school districts, outside agencies, other divisions, and the general public; and provide assistance to higher level management staff.

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 being 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; and recommend and implement policies and procedures.
1. Plan and facilitate accountability and continuous improvement programs and activities; provide staff with direction, leadership, and professional learning; and communicate organizational decisions as needed.
2. Manage the implementation of Differentiated Assistance processes to deliver targeted support to districts and schools in need.
3. Administer the LCAP planning, development, and approval process, ensuring compliance with state policies while promoting innovative, strategic thinking.
4. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
5. Participate in the development and administration of program budgets; forecast and seek additional funds needed; and recommend adjustments as necessary.
6. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the fields of education, accountability, and continuous improvement.
7. Attend and participate in meetings held at school districts, outside agencies, businesses, and various organizations in order to manage and supervise areas of responsibility; and prepare and present staff reports and other necessary correspondence to a variety of educational, business, and other governmental agencies.

8. 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.
9. Demonstrate attendance sufficient to complete the duties of the position as required.
10. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. The administration and oversight of academic assessment and accountability programs.
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 Educational strategy trends in education.
5. Effective oral and written communication skills.
6. Applicable laws, codes, regulations, policies, and procedures.
7. Technology and its application in education.

Ability and Skill to:

1. Plan, direct, and coordinate 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; and 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; and 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 in education, education administration, behavior management, or a related field and five (5) years of

educational experience, including two (2) years of administrative service in a public-school setting; or an equivalent combination of training and experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

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.