



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

**Administrator, Student Services**

**Class Code: 1609**

**Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, and coordinate activities and operations within the Orange County Department of Education's (OCDE) Student Services Division; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to higher level management staff 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 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.
2. Assist OCDE, 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 student-centered support in Orange County.
3. 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.
4. Participate in the development and administration of program budgets; forecast and seek additional funds needed; and recommend adjustments as necessary.
5. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of student support services; and direct the development and implementation of financial funding and grants to support the programs of the Division.
6. 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.
7. 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

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to improve student performance, staff training, program implementation, and general communication.

8. Demonstrate attendance sufficient to complete the duties of the position as required.
9. 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 instructional strategies and issues.
4. Methods and approaches to planning student-centered programs and services, according to identified needs and requirements of assigned programs.
5. Evaluation and assessment techniques used in determining proper student support activities and services.
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 and student support

#### **Ability and Skill to:**

1. Plan, direct, and coordinate student support programs in 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.

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**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.