



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

Superintendent

GENERAL PURPOSE

Plan, direct, manage, and review the activities and operations of the Orange County Department of Education (OCDE); coordinate services and activities among divisions and with outside agencies; and provide administrative support to the Board of Education.

SUPERVISION RECEIVED AND EXERCISED

1. Receives policy direction from the Board of Education.
2. Exercises direct supervision over management, professional, 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. Assume full management responsibility for all OCDE services and activities, including the instructional, business, and operational programs and services; plan, organize, and direct activities that support OCDE's goals and objectives; and establish and implement administrative and operating policies and procedures.
 2. Direct and manage the development and implementation of OCDE goals, objectives, policies, and priorities for each service area; establish appropriate service and staffing levels; and allocate resources accordingly.
 3. Continuously monitor and evaluate the efficiency and effectiveness of OCDE service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.
 4. Represent OCDE to various outside agencies; explain and justify OCDE programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.
 5. Plan, direct, and manage OCDE's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate program goals and objectives.
 6. Coordinate activities with those of the divisions and outside agencies and organizations; and prepare and present staff reports and other related correspondence.
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7. Provide administrative assistance to the Board of Education and direct specific and comprehensive analysis of a wide range of OCDE policies.
 8. Oversee and participate in the development and administration of the OCDE budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures; and implement midyear adjustments.
 9. Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; analyze and prepare recommendations on special contract requests; and monitor appropriate contract budgets.
 10. 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.
 11. Participate on a variety of boards and commissions and attend and participate in professional groups and committees.
 12. Respond to and resolve complex and sensitive inquiries and complaints.
 13. Demonstrate attendance sufficient to complete the duties of the position as required.
 14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Modern and highly complex principles and practices of educational administration and organization.
2. Current social, political, and economic trends and operating problems of educational administration and programs.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
4. Principles and practices of budget preparation and administration.
5. Principles of personnel management, including supervision, training, and performance evaluation.
6. Research and reporting methods, techniques, and procedures.
7. Sources of information related to a broad range of educational programs, services, and administration.
8. California Education Code, Administrative Codes, and the Government Code.
9. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Provide effective leadership and coordinate the activities of an educational organization.
2. Effectively administer a variety of Department of Education programs and administrative activities.
3. Identify and respond to public and Board of Education issues and concerns.
4. Interpret and apply the California Education Code, Administrative Codes, and Government Code.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Effectively and fairly negotiate appropriate solutions and contracts.

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7. Gain cooperation through discussion and persuasion.
 8. Select, supervise, train, and evaluate assigned staff.
 9. Prepare and administer a large budget; allocate limited resources in a cost-effective manner.
 10. Evaluate and develop improvements in operations, procedures, policies, or methods.
 11. Prepare clear and concise reports and develop appropriate recommendations.
 12. Communicate clearly and concisely, both orally and in writing.
 13. Establish and maintain cooperative working relationships with those contacted in the course of work, including Board of Education members and other appointed or elected officials, community groups, and the general public.

Licenses; Certificates; Special Requirements:

Possession of a valid California certificate document authorizing administrative services.

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 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.