



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

Administrator, Community Schools

Class Code: 1592

Work Days: 225

GENERAL PURPOSE

Manage, supervise, lead, and coordinate the activities and operations of the Community Schools Initiative within the Educational Services Division; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to the 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.
 2. Provide leadership and oversight for the Orange County Department of Education's (OCDE) Community Schools Initiative; assist school communities in developing a vision and goals for the school, student, and family well-being and student learning.
 3. Assist schools in creating conditions that enable transformative changes, including building strong, trusting relationships, engaging in inclusive decision-making, and creating a thriving community.
 4. Assist the Department, in cooperation with local districts, other Divisions, outside agencies, businesses, and the public, in developing new ideas and strategies in professional development to enhance the high quality of community schools in Orange County.
 5. 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.
 6. Participate in the development and administration of program budgets; forecast and seek additional funds needed; and recommend adjustments as necessary.
 7. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of educational and technological services; and direct the development and implementation of financial funding and grants to support the programs of the Division.
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8. 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.
 9. 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.
 10. Demonstrate attendance sufficient to complete the duties of the position as required.
 11. 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. Family and community engagement strategies.
4. Current trends and best practices regarding equity, family, and community engagement and inclusivity.
5. Evaluation and assessment techniques used in determining proper teaching and educational methods.
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.

Ability and Skill to

1. Plan, direct, and coordinate programs in both formal and informal 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.

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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, public administration, behavior management, or a related field and five (5) years of educational experience, including two (2) years of service in a public school or community setting; or an equivalent combination of training and experience.

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.