



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

Executive Director, Student Initiatives, Partnerships, and Events

Class Code: 1658

Work Days 225

GENERAL PURPOSE

Direct, manage, supervise, and coordinate the activities and operations of assigned units in the Educational Services Division; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide administrative support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general 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 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. Manage and participate in the development and implementation of goals, objectives, policies, priorities, and strategic plan for assigned programs and services that promote student initiatives, partnerships, and events.
 2. Manage and participate in the planning, prioritization, and technical support and training of teams developing funding proposals and review recent research and trends to support the development of competitive proposals.
 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. Coordinate student initiatives, partnerships, and event programs and activities with those of other units, divisions, and outside agencies and organizations; and prepare and present staff reports and other necessary correspondence.
 5. Manage and participate in the development and administration of the unit's budget; forecast additional funds needed for staffing, equipment, materials, and supplies; coordinate the monitoring of and approve expenditures; and recommend budgetary adjustments as necessary.
 6. Direct the development and implementation of staff development programs for staff.
 7. Participate on various boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations related to student achievement and wellness.
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8. Act as liaison to private businesses, consultants, governmental agencies, and district staff.
 9. Manage and participate in the planning, prioritization, and technical support and training of teams developing funding proposals and review recent research and trends to support the development of competitive proposals.
 10. Demonstrate attendance sufficient to complete the duties of the position as required.
 11. Perform related duties similar to the above in scope and impact 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. Principles and practices of budget preparation and administration.
4. Modern and complex principles and practices of program development and administration.
5. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
6. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Provide administrative and professional leadership and direction to staff.
4. Coordinate, direct, and implement programs suited to the issues, concerns, and needs of the community.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient program development.
7. Prepare and administer large and complex budgets and allocate limited resources in a cost-effective manner.
8. Elicit community and organizational support for programs.
9. Establish and maintain effective working relationships with various constituencies.
10. Interpret and explain laws, codes, contracts, policies, and procedures.
11. Develop and present training materials.
12. Prepare clear and concise correspondence, reports, and other written materials.

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13. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 14. 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 and six (6) years of educational experience developing programs that promote the academic success of students 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 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 essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.