



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

Senior Administrator, Student Initiatives, Partnerships, and Events

Class Code: 1649

Work Days: 225

GENERAL PURPOSE

Provide leadership and coordination to develop and implement youth development, compliance monitoring, and recognition programs, health, safety, and prevention programs, and/or education events and partnerships for the Orange County Department of Education (OCDE); plan, develop, implement, and oversee services designed to promote student success and well-being; serve as a resource to school districts and other agencies to link school and community services. Coordinate assigned activities with other units, divisions, outside agencies, 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 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. 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. Oversee the coordination of services, resources, and technical assistance to schools, districts, and community agencies related to assigned programs.
 3. Oversee and coordinate work related to assigned programs.
 4. Coordinate assigned activities with other divisions, outside agencies, businesses, and the public.
 5. Provide outreach to schools and community agencies.
 6. 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.
 7. Develop and administer programs' budgets and forecast and seek additional funds.
 8. Develop and implement a variety of training programs, workshops, and meetings; and provide consultation and technical assistance to schools, school districts, and community agencies.
 9. Attend and participate in meetings held at school districts, outside agencies, businesses, and various organizations in order to manage and supervise areas of responsibility; prepare and present staff reports
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and other necessary correspondence to a variety of educational, business, and other governmental agencies.

10. Represent OCDE and actively participate in a broad array of program activities.
11. Develop, lead, and participate in professional development at division meetings.
12. Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the field of education; and direct the development and implementation of financial funding and grants to support student programs and events.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Organization and effective management practices and principles.
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 instructional strategy trends in education.
5. Methods and approaches to planning programs and services, according to identified needs and requirements of assigned program.
6. Evaluation and assessment techniques used in determining proper program management methods.
7. Modern and complex principles and practices of program development and administration.
8. State and federal funding processes.
9. Effective staff development, training, and coaching for enhanced performance.
10. Principles and practices of budget preparation and control.

Ability and Skill to:

1. Plan, direct, and coordinate educational programs.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
3. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of programs, services, and products.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.

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9. Prepare clear and concise correspondence, reports, and other written materials.
 10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 11. Communicate clearly and concisely, both orally and in writing, in English.

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 years of administrative 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 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.