



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

---

**Administrator, ACCESS Child Welfare & Attendance**

**Class Code: 1547  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, and coordinate Child Welfare and Attendance activities within the Alternative Education (ACCESS) Division; provide specialized assistance and knowledge in coordination with other divisions as required; organize, assign, review, and participate in the work of staff providing Child Welfare and Attendance services to students in the Alternative Education program; and provide highly responsible and complex staff assistance to 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 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; recommend and implement policies and procedures.
  2. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
  3. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  4. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
  5. Develop and administer program budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
  6. Serve as liaison with Orange County school districts in matters relating to the ACCESS referral process, ongoing progress of students referred to ACCESS and collaborating with Orange County school districts for students in juvenile court schools.
-

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

7. Monitor program compliance with laws, rules, and regulations related to student services and related services.
8. Update Alternative Education administration and provide assistance related to student services staffing, reporting, and program review.
9. Maintain awareness of new developments in the field; incorporate new developments as appropriate into programs.
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. Operational characteristics, services, and activities of a Child Welfare and Attendance/Student Services program.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Procedures and requirements of program assessment and evaluation.
5. Modern principles and practices of truancy, suspension, and school safety program development and implementation.
6. Pertinent federal, state, and local laws, codes, and safety regulations.
7. Recent developments, current literature, and sources of information related to special education services, planning, and administration.

**Ability and Skill to:**

1. Select, supervise, organize, train, coach, and evaluate professional, technical, and clerical personnel; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Coordinate, direct, and implement Child Welfare and Attendance programs suited to the needs of the division, including the area of legal compliance.
4. Assess, evaluate, interpret, and explain program effectiveness, policies, and procedures and analyze for compliance.
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.

---

**Ability and Skill to (cont.):**

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; 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 from an accredited college or university with major course work in teaching, administration, or pupil personnel services and five years of increasingly responsible Child Welfare & Attendance or Student Services program experience including two years administrative and supervisory 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**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.

9/2019