



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

Director, Educational Services

**Class Code: 1531
Work Days: 225**

GENERAL PURPOSE

Organize, plan, coordinate, lead, and participate as a team member in order to meet the diverse educational needs of Orange County students, as well as the individual needs of districts, teachers, administrators, community members, and parents. Provide responsible complex administrative support and leadership to the Associate Superintendent of Educational Services.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from the Associate Superintendent, Educational Services.
2. Exercises direct supervision over management, supervisory, professional, technical, and/or 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. Manage and participate in the development and implementation of goals, objectives, policies, strategic plan, and priorities for assigned programs including the development of a variety training programs.
 2. Coordinate assigned activities with other units, divisions, outside agencies, and the general public.
 3. Select, train, motivate, lead, and evaluate staff; identify opportunities for improving service delivery methods, and procedures; implement improvements; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.
 4. Plan, direct, coordinate, and review the work plan for appropriate staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
 5. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 6. Facilitate and provide leadership for assigned services and activities of the Educational Services Division.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Recommend and administer policies and procedures that are consistent with the mission and values of the Orange County Department of Education.
8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assign and monitor workloads and review internal reporting relationships; identify opportunities for improvement and review with the Associate Superintendent; assist in the selection, training, motivation, and evaluation of assigned educational services personnel.
9. Serve as liaison for the Orange County Department of Education with other units, divisions, and partnering agencies.
10. Manage and participate in the development and administration of the unit's budget; forecast additional funds needed for staffing, equipment, materials, and supplies, and coordinate the monitoring of and approval of expenditures recommending adjustments when necessary.
11. Encourage and assist staff and districts to effectively use data in decision making process.
12. Attend and participate at meetings held at school districts, outside agencies, and various organizations in order to manage and supervise areas of responsibility; prepare and present staff reports and other necessary correspondence to a variety of educational, business, and other governmental agencies.
13. Participate on a variety of boards, commissions, and committees; attend and participate in professional group meetings; remain abreast of new trends and innovations in the field of educational services; direct the development and implementation of financial funding and grants to support the programs of this unit.
14. Review, develop, and provide input into legislation relative to the Orange County Department of Education and the needs of the school districts we serve.
15. Participate in the Orange County Department of Education's continued effort to provide leadership in college and career readiness and success.
16. Assist schools and districts with strategies to work effectively with parents.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. 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. State and federal programs, as well as the funding processes.
4. Effective professional development, training, and coaching protocols.
5. California Academic Content Standards.
6. Principles of budget preparation and control.
7. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
8. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Plan, direct, and coordinate various educational programs.
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. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Prepare clear and concise correspondence, reports, and other written materials.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. 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 Master's degree from an accredited college or university with major course work in curriculum and instruction and six years of increasingly responsible education experience, including three years of 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 30 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 moderate to high pressure.

1/2019