



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

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**Manager, Educational Services**

**Class Code: 1533  
Work Days: 225**

**GENERAL PURPOSE**

Supervise, assign, review, and participate in the programs and operations of the Educational Services Division; coordinate activities with other units, divisions, outside agencies, and the general public; and provide highly responsible assistance to the Associate Superintendent, Educational Services and staff as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff
2. Exercises direct supervision over management, 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Coordinate activities and services for assigned educational programs.
  3. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned educational programs; identify resource needs; recommend and implement policies and procedures.
  4. Coordinate with other divisions, school districts, outside agencies, and community organizations in regard to assigned educational programs.
  5. Provide leadership in Local Control Accountability Plans.
  6. Provide staff assistance to the Associate Superintendent, Educational Services and staff; prepare and present staff reports and other necessary correspondence.
  7. Participate in the development and administration of the unit's budget; forecast and seek additional funds.
  8. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

9. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations related to assigned educational programs.
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. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Recent research findings and trends relating to educational preparation.
4. Modern and complex principles and practices of curriculum and educational strategy trends in education.
5. Methods and approaches to planning educational programs and services, according to identified needs and requirements of assigned education program.
6. Evaluation and assessment techniques used in determining proper teaching and educational methods.
7. Modern principles and practices of program development and implementation.
8. Procedures, methods, and techniques of budget control.
9. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
10. 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, professional, technical employees, and/or clerical personnel; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.

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

3. Plan, implement, and facilitate activities and procedures designed to ensure the successful completion of projects.
4. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
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.
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 Bachelor's degree from an accredited college or university with major course work in education, management, communications or a related field and five years of increasingly responsible educational experience including two years of administrative experience in a public school setting.

**Licenses; Certificates; Special Requirements:**

A valid California credential authorizing 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

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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