

Job Summary:

The job of Administrator I - Student Support & Academic Services is done for the purpose/s of developing, coordinating, and administering the activities of a program with multiple, varied, and complex areas; to coordinate activities with other departments to provide administrative and technical support to districts, schools, and students; and to provide assistance to the Assistant Superintendent of Instructional Services.

Essential Functions:

- ▶ Attends local, regional, and state meetings for the purpose of collaborating and informing clients.
- ▶ Coaches school and county office of education administrators for the purpose of assisting districts with program improvement work.
- ▶ Collaborates with educational and private and public agencies for the purpose of developing appropriate and effective services.
- ▶ Coordinates program components to effectively deliver services for the purpose of providing comprehensive support.
- ▶ Develops/administers projects and educational opportunities for the purpose of providing intervention and prevention and other educational services.
- ▶ Develops/implements student support and academic services for the purpose of assuring that services are provided to districts, schools and students.
- ▶ Develops/monitors budgets, applications, contracts, and agreements for the purpose of ensuring federal and state compliance.
- ▶ Directs/participates in district and regional activities for the purpose of delivering prevention and intervention programs.
- ▶ Manages/evaluates professional, technical, and clerical personnel for the purpose of increasing the effectiveness of the work.
- ▶ Prepares/administers the program's budget for the purpose of managing student and support services.
- ▶ Prepares/presents reports, presentations, and data for the purpose of ensuring the completion of local and state activities and requirements.
- ▶ Provides leadership for the purpose of delivering student and academic support services to districts, schools, and students.
- ▶ Serves on committees for the purpose of developing partnerships and providing technical assistance.
- ▶ Researches information for the purpose of informing school districts, Tulare County Office of Education staff and the general public.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - Use software and computers;
 - Design, implement and evaluate services and programs;
 - Develop and monitor budgets;
 - Manage multiple tasks;
 - Coordinate services;
 - Analyze and problem solve.
- ▶ **Knowledge of:**
 - Current research in curriculum and instruction in an accountability environment;
 - California Education and Administrative Codes;
 - Federal and state policies;
 - Tulare COE educational policies and regulations;
 - Budget development and administration;
 - CA standards and assessments;
 - Current methods of personnel management and supervision;
 - Group dynamics and organizational development theories.
- ▶ **Ability to:**
 - Plan and develop programs;
 - Manage personnel and programs;
 - Provide direction to others and make independent judgments;
 - Communicate effectively, orally, and in writing;
 - Train others;
 - Prepare and deliver presentations;
 - Establish and maintain effective working relationships.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job -related experience within specialized field with increasing levels of responsibility is required.
- ▶ Three years experience teaching preferred.

Education Required:

- ▶ Masters Degree in job-related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ EL authorization preferred.
- ▶ Valid California Administrative Credential or be eligible for an administrative intern program.

FLSA Status: Exempt

June 2012

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco – Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.