

Job Summary:

The job of Administrator - Educational Options was established for the purpose/s of planning, organizing, directing, and providing administrative and technical assistance to the schools and programs operated by the Instructional Services Division; and to provide highly significant and complex assistance to the Assistant Superintendent, Instructional Services Division.

Essential Functions:

- ▶ Ensures that safety and security procedures are followed for the purpose of maintaining a safe and secure environment for all staff and students.
- ▶ Evaluates assigned personnel for the purpose of correcting deficiencies and implementing discipline procedures.
- ▶ Identifies opportunities for the purpose of reviewing program improvement opportunities with the Assistant Superintendent Instructional Services.
- ▶ Monitors/Evaluates programs and procedures, administrative and support systems, and staff relationships for the purpose of determining efficiency and effectiveness of programs and making recommendations to the Assistant Superintendent Instructional Services.
- ▶ Oversees the development and administration of the program's annual budgets for the purpose of approving expenditures, forecasting additional funds needed, and implementing adjustments as necessary.
- ▶ Provides assistance to the Assistant Superintendent, Instructional Services for the purpose of preparing and reporting staff reports, program plans, and other correspondence as required.
- ▶ Recommends appropriate service, staffing levels, policies and procedures for the purpose of the development and implementation of goals, objectives, policies and priorities relating to Educational Options schools and programs.
- ▶ Responds/Resolves inquiries and complaints for the purpose of resolving difficult and sensitive issues.
- ▶ Selects/Trains/Motivates assigned personnel for the purpose of meeting program goals, objectives, and staff development plan.
- ▶ Serves as a liaison for the purpose of communication with other Tulare County Office of Education (TCOE) departments and outside agencies representing Educational Options schools and programs.
- ▶ Supervises the preparation of goals, course of study, procedural manuals, SARC, LEA Plan, SPSA, Comprehensive School Safety Plans, and other program plans for the purpose of compliance with state and local requirements.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - analyze highly significant and complex problems, develop solutions and make effective decisions and recommendations;
 - manage personnel and programs;
 - communicate effectively, orally, and in writing;
- ▶ **Knowledge of:**
 - state and federal laws governing alternative educational programs and applicable TCOE policies, rules and regulations;
 - educational principles, methods and materials related to the alternative educational programs;
 - effective methods and techniques of contract development, negotiation and administration;
 - inter-agency relationships, jurisdictional parameters and effective methods of program coordination;
 - personnel management principles and practices including selection, training, supervision, and performance evaluation;
 - principles and methods of modern finance and budget administration as they apply to the funding and reporting requirements of the program;
 - advanced techniques in research, evaluation and assessment practices and guidelines in assigned field.
- ▶ **Ability to:**
 - manage, direct, and coordinate the work of professionals and paraprofessionals;
 - select, supervise, train and evaluate staff;
 - provide administrative and professional leadership and technical assistance;
 - recommend and implement goals, objectives and practices;
 - analyze problems, identify solutions, and implement recommendations in support of program goals;
 - prepare and administer complex budgets;
 - interpret and apply federal, state and local policies, procedures, laws and regulations.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

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

Education Required:

- ▶ Masters degree in job-related area.

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

- ▶ Department of Justice and FBI Fingerprint Clearance.
- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid California Administrative Credential.

FLSA Status: Exempt

November 2013

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.