

**Job Summary:**

Under the direction of the Deputy Superintendent of Instructional Services, the Leadership Support Services Administrator provides districts with support to build systems for student academic success through strategic planning and implementation. The work includes collaboration with district leadership teams and developing and implementing a comprehensive plan for student achievement.

**Essential Functions:**

Analyzes data for the purpose of ensuring that districts are meeting and establishing program goals.  
Collaborates with educational organizations and stakeholders for the purpose of developing professional partnerships.  
Communicates/participates with local and state organizations for the purpose of supporting service contracts and staying current and knowledgeable about educational and funding requirements.  
Consult and coaches with administrators/stakeholders for the purpose of developing and implementing a standards-based instructional program connect to the funding source.  
Designs/conducts professional development for the purpose of developing and implementing a funding plan to increase student achievement.  
Develops work plan with school districts and other educational entities for the purpose of providing support as specific to the needs of the school district.  
Maintains/submits accurate records and reports for the purpose of ensuring that fiscal and program requirements have been met.  
Provide Leadership opportunities for district leaders throughout the county.  
Participates in professional development growth activities for the purpose of maintaining professional knowledge.  
Supervises personnel for the purpose of accomplishing duties as required by the job description.

**Knowledge of:**

adult learning theory;  
coaching strategies;  
general instructional knowledge of all subject areas;  
state assessment initiative  
theory regarding learning modalities and learning pedagogies;  
teaching diverse populations;  
current issues related to instruction;  
current principles and methods of instructional techniques and strategies;  
current trends in professional development;  
theory and application of sound professional development practices and group processing techniques;  
latest information regarding funding laws and regulations;

**Skills to:**

operate a vehicle;  
communicate effectively, orally, and in writing;  
develop, coordinate, promote, and evaluate program and resources;  
analyze situations and make decisions without supervision;  
establish rapport with all school districts in the county;  
collaborate with different divisions within the county office;  
operate a computer and related software

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within the county and division, large work unit and/or across several small work units; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. 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 10% sitting, 20% walking and 70% 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 is required.

**Education Required:**

Masters Degree desired.  
Valid Administrative Credential or will be enrolled in an administrative credential program within one year of hire.

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

Valid California Driver's License and proof of automobile insurance.  
Valid Teaching Credential.  
Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

July 2015