

Job Summary:

The job of Administrator I - ERS 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 partners and clients.
- Supports LSS team to assist with coaching school and county office of education administrators for the purpose of assisting districts with continuous 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 and pedagogically sound practices using the principles of improvement.
- Develops/administers projects and educational opportunities for the purpose of providing future ready student events, library/media resources, staff development and other educational services.
- Assists the ERS Program & Fiscal Analyst to develop and monitor budgets, applications, contracts, and agreements for the purpose of ensuring high quality service delivery.
- 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 aligning services with other TCOE departments and across department within ERS.
- 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 for continuous improvement practices in systems.
- Builds capacity within a team of administrators that research information specific to their content area for the purpose of informing school districts, Tulare County Office of Education staff and the general public.
- Selects/Trains/Motivates assigned personnel for the purpose of meeting program goals, objectives, and professional learning.
- Oversees multiple departments to deliver a variety of services including Theatre Company, Student Events, Library/Media, and Staff Development & Curriculum Specialists.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Use software and computers;
- Design, implement and evaluate services and programs;
- Develop and monitor budgets;
- Manage multiple tasks;
- Coordinate services;
- Manage personnel and programs;
- Analyze and problem solve

Knowledge of:

- Current research in curriculum and instruction;
- California Education and Administrative Codes;
- Federal and state policies;
- Tulare COE educational policies and regulations;
- Budget development and administration;
- CA standards, assessments, and instructional frameworks;

- 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 to multiple audiences;
- Onboard/train others;
- Prepare and deliver presentations;
- Establish and maintain effective working relationships.

Experience Required:

- Three years of experience in a certificated administrative position required.
- Experience with adult learning is preferred.

Education Required:

- Masters degree or higher in job-related area desired.

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

- Valid California Teaching Credential;
- Valid California Administrative Credential;
- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response.

FLSA Status: *Exempt*

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