Tulare County Office of Education

JOB DESCRIPTION

Job Title: Administrator I, Educational Resource Services (1023)

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  June 2021

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 employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.