

Job Summary:

Under the direction of the department lead for the Leadership Support Services (LSS) Department, the LSS Administrator provides LEAs with support to build systems for student academic success through strategic planning and implementation that align with state and federal program planning requirements. The work includes collaboration with LEA 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.
- Consults with internal TCOE staff on matters of state and federal requirements
- Consults with LEA and internal staff on data reporting requirements related to CALPADS.
- Supports internal schools and advises internal programs to successfully fulfill CALPADS requirements.
- 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.
- Works independently under broad organizational guidelines with supervision focusing on results.
- Directs other persons within the county and division, large work unit and/or across several small work units.
- Determines the use of funds.
- Utilizes significant resources from other work units is routinely required to perform the job's functions.

Knowledge of:

- State and federal program requirements;
- Local Control Funding Formula (LCFF) requirements, including Local Control Accountability Plan process;
- California Longitudinal Pupil Achievement Data System (CALPADS);
- Adult learning theory;
- Coaching strategies;
- General instructional knowledge of all subject areas;
- State assessments and accountability
- 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 when necessary;
- Establish rapport with all LEAs in the county;
- Collaborate with different divisions within the county office;
- Operate a computer and related software.

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:

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

Education Required:

- Master's Degree desired.
- Valid California Administrative Credential.

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

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

FLSA Status: Exempt

May 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 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.