

JOB DESCRIPTION JOB TITLE: *Administrator I, College & Career Readiness - Certificated (9899)*

Job Summary:

Under the direction of the Assistant Superintendent of Instructional Services, the Administrator of College & Career Readiness will define, develop, and deliver high quality, well-aligned systems, and activities to improve student achievement and ensure college and career readiness for all K-12 Tulare County and Linked Learning District students. The Administrator of College and Career Readiness oversees the development, implementation, assessment, and continuous improvement of programs aimed at increasing student access to postsecondary education and employment opportunities. The Administrator will work closely with district leadership, site administrators, teachers, post-secondary institutions, community, businesses, and industries; disaggregate and analyze academic and job market data; take the leadership role in presenting programs, managing grant proposals, arranging pilot projects and developing partnerships and associations with public and private entities that support bringing together strong academics, demanding technical education, and real world experiences for all students.

Essential Job Functions:

- Lead efforts to improve student achievement for all students and increase the number of college-ready and career-ready high school graduates with special focus on the achievement of English Learners.
- Lead and regularly communicate with district College and Career Ready leaders.
- Research, identify, and support the implementation of best practices related to purposeful assessment, intense and specific planning, work based learning, and effective targeted instruction that will transform education.
- Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning.
- Visit school sites and classrooms on a regular basis to identify best practices and ensure effective academic program implementation to meet the needs of students, families, and staff; provide written progress monitoring reports to the Assistant Superintendent of Instructional Services.
- Create data systems to inform decision making and continuous improvement.
- Coordinate offerings with community colleges, universities, technical schools, and certification programs to increase student access to career-based certifications and dual enrollment.
- Mentor and support district leaders in the development of specific plans to meet identified school targets; assist in determining and acquiring support services; value risk-taking and innovation in support of performance improvements throughout the districts.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; attend and conduct a variety of meetings as assigned; prepare a variety of correspondence and other documents as required.
- Advise and support the creation and refinement of programs of study based on community and job market need.
- Develop and prepare the annual budget for the assigned area; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established TCOE guidelines.
- Provide opportunities to recognize and celebrate the contributions of postsecondary, business and industry.
- Strategically collaborate and support secondary improvement.
- Perform related duties as assigned.

Skills and Knowledge Required:

- **Knowledge of:**
 - Current educational administration principles and practices.
 - Educational programs, curriculum, and instructional practices.
 - CC, CSU, UC College programs and processes.
 - Title 5 regulations regarding high school to college transitions (dual enrollment, articulation, concurrent enrollment, credit by examination).
 - School plant operations and appropriate supportive services required to assure Operational effectiveness.
 - Planning process.
 - Budget preparation and control.
 - Principles and practices of management.

- Applicable laws, codes, regulations, policies, and procedures.
- District organization, operations, policies, objectives, and goals.
- Programs related to economic and workforce development (Career Technical Education Incentive Grant CTEIG, Strong Workforce Programs and Regional K-16 Education Collaboration Grant)

• Skills to:

- Plan, organize and administer the delivery of education programs at assigned school sites.
- Deliver high quality and high-efficacy services.
- Team coaching techniques.
- Best practices for relationship building.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
- Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Modify management strategies based on evaluation data.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Communicate, understand, and follow both oral and written directions.
- Interpret, comprehend, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Demonstrate loyalty and high ethical standards.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting county goals and outcomes.
- Apply integrity and trust in all situations.

Responsibilities include working in an office environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals. The usual and customary methods of performing the job's functions requires the following physical demands: Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally; bending at the waist or kneeling to retrieve supplies or other materials.

Experience/Education Required:

- Bachelors degree or the equivalent experience or emphasis in education, research, career technical, and systems planning and three (3) years of increasingly responsible supervisory and management experience.
- Master's degree preferred.

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California Administrative Credential.
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice Fingerprint Clearance.

FLSA Status: Exempt**June 2022**

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.

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- Lead and regularly communicate with district College and Career Ready leaders.
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- Supervise and evaluate the performance of assigned classified personnel on a regular basis and provide constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning.
- Visit school sites and classrooms on a regular basis to support best practices related to effective academic program implementation to meet the needs of students, families, and staff; provide written progress monitoring reports to the Assistant Superintendent of Instructional Services.
- Create data systems to inform decision making and continuous improvement.
- Coordinate offerings with community colleges, universities, technical schools, and certification programs to increase student access to career-based certifications and dual enrollment.
- Mentor and support district leaders in the development of specific plans to meet identified school targets; assist in determining and acquiring support services; value risk-taking and innovation in support of performance improvements throughout the districts.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; attend and conduct a variety of meetings as assigned; prepare a variety of correspondence and other documents as required.
- In collaboration with CCR program staff, advise and support the creation and refinement of programs of study based on community and job market need.
- Develop and prepare the annual budget for the assigned area; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established TCOE guidelines.
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- Strategically collaborate and support secondary improvement.
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