

JOB DESCRIPTION

Job Title: Administrator, Leadership Support Services (9718)

Job Summary:

Under supervision of the administrator of the Leadership Support Services (LSS) Department, provide local educational agencies (LEAs) with support to build systems for student academic success through strategic planning and implementation that align with state and federal program planning requirements. This position will also collaborate with LEA leadership teams to develop and implement the agency's strategic plans, which includes improvement plans related to technical assistance in accordance with California's accountability system.

Essential Duties:

- Analyze data to ensure that LEAs are meeting and establishing program goals.
- Develop work plan with assigned LEAs and other educational entities to provide support specific to the needs of the school district.
- Provide coaching and support to the leadership team for assigned LEAs utilizing improvement theory.
- Coordinate with educational organizations and stakeholders to develop professional partnerships.
- Communicate with and participate in local and state organizations to support service contracts and stay current and knowledgeable about educational and funding requirements.
- Consult and collaborate with administrators and educational partners to develop and implement a standards-based instructional program connected to the funding source.
- Design and conduct professional development to develop and implement a funding plan to increase student outcomes.
- Consult and provide updated information to administrators and staff regarding state and federal requirements.
- Maintain and submit accurate records and reports to ensure that fiscal and program requirements are met.
- Provide leadership training opportunities for district leaders throughout the county.
- Participate in professional development growth activities to maintain professional knowledge.
- Supervise, train, coach, evaluate, and recruit assigned personnel.
- Determine and oversee the use of funds applicable to assigned programs.
- Attend local, regional, and state meetings and conferences to remain current on program, credentialing, and accreditation requirements.
- Perform other related duties as assigned.

Responsibilities include: following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting school leadership and staff. Utilization of resources from other work units may be required to perform the job's functions. The usual and customary methods of performing the job's functions require 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.

Skills, Knowledge and/or Abilities Required:

Skills to:

- gather, coordinate, analyze, and reconcile information from diverse sources.
- analyze and evaluate situations accurately and adopt an effective course of action;
- host professional learning and conduct trainings and meetings with administrators, staff, and other stakeholders;
- develop, build, and maintain relationships with a variety of diverse individuals;
- collaborate with various divisions and departments within the County Office of Education and assigned LEAs;
- facilitate continuous improvement cycles;
- develop, coordinate, promote, evaluate, and improve program and resources;
- operate a computer and assigned software programs.

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 and coaching strategies;
- state assessments and accountability;

- teaching and learning strategies, methods, modalities, and pedagogies for diverse populations;
- current principles and methods of instructional techniques and trends;
- theory and application of sound professional development practices and group processing techniques;
- conflict resolution and problem-solving strategies;
- record-keeping, research methods, and reporting techniques;
- effective use of time and resources to accomplish project objectives;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- communicate effectively both orally and in writing using appropriate English spelling and grammar;
- interpret, apply, and explain rules, regulations, policies; and procedures to a diverse audience;
- supervise, train, guide, and evaluate the performance of assigned personnel;
- work confidentially, independently, and with discretion with little direction;
- maintain confidentiality of student information;
- establish and maintain cooperative and effective working relationships with others;
- perform work with a high degree of accuracy;
- respond to various inquiries in a timely and consistent manner;
- follow established procedures and create more efficient procedures where needed;
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

Experience Required:

- Three (3) years of experience in a certificated administrative position.
- Experience with adult learning is preferred.

Education Required:

- Valid California Teaching Credential.
- Valid California Administrative Credential.
- Master's degree is preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

January 2025

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.