

Job Summary:

Under the supervision 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 to develop and implement the Local Education Agency's (LEA) strategic plans including improvement plans related to technical assistance in accordance with California's accountability system.

Essential Duties:

- Analyzes data for the purpose of ensuring that LEAs are meeting and establishing program goals;
- Develops work plan with assigned LEAs and other educational entities for the purpose of providing support as specific to the needs of the school district;
- Coach leadership in assigned LEAs utilizing improvement theory for the purpose of providing support specific to LEAs' needs.
- Collaborates with educational organizations and stakeholders partners for the purpose of developing professional partnerships.
- Communicate/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 coach with administrators/educational partners to develop and implement a standards-based instructional program connected to the funding source;
- Designs/conducts professional development to develop and implement a funding plan to increase student outcomes;
- Consults with internal TCOE staff on matters of state and federal requirements;
- Maintains and submits accurate records and reports to ensure that fiscal and program requirements are being met;
- Provide leadership opportunities for district leaders throughout the county;
- Participates in professional development growth activities to maintain professional knowledge;
- Supervises personnel, if assigned , for the purpose of accomplishing duties as required by the job description;
- Works independently under broad organizational guidelines with supervision focusing on results;
- Determines the use of funds applicable to assigned programs;
- Utilizes significant resources from other work units is routinely required to perform the job's functions;
- Perform other related duties as assigned;

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.

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.

Knowledge of:

- State and federal program requirements;
- Local Control Funding Formula (LCFF) requirements, including Local Control Accountability Plan process and process of California accountability and technical assistance for LEAs and schools;
- state assessments and accountability including California School Dashboard system and function and components of State and Local Indicators;

- general instructional knowledge of all subject areas
- best practices on teaching diverse populations;
- California Longitudinal Pupil Achievement Data System (CALPADS);
- Coaching strategies;
- theories: Adult Learning, Improvement, regarding learning modalities and learning pedagogies;
- current principles and methods of instructional techniques and strategies;
- current issues related to instruction and trends in professional development;
- theory and application of sound professional development practices and group processing techniques;
- latest information regarding funding laws and regulations;

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 upon hire.

FLSA Status: Exempt

September 2023

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.