

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL ADMINISTRATOR MATHEMATICS EDUCATIONAL SERVICES

CLASSIFICATION: Certificated Management

SALARY LEVEL: 79

WORK YEAR: 220

DEFINITION:

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Educational Administrator of Mathematics is responsible for providing mathematics content and pedagogical support to school sites and districts as required; providing professional development activities for teachers, academic coaches and administrators; facilitating group trainings, learning walks and classroom coaching for academic coaches, teachers and administrators through professional development and support.

SUPERVISOR:

Assistant Superintendent or Senior Director of Educational Services

POSITIONS SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, coordinate and implement the educational services, professional development activities, instructional resources and support functions of the mathematics program for local school districts to enhance student learning and achievement; monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students
- Provide consultation and technical assistance to school district faculty, administrators, staff and others concerning mathematics and related programs; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures
- Design, develop, implement, coordinate, conduct and follow up to provide staff development activities for faculty, staff and administrators concerning mathematics as directed; prepare and deliver oral presentations and explain related content, curriculum, principles, theories, standards, guidelines, requirements, practices, procedures and techniques

- Coordinate activities and provide training and assistance to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum standards, assessment tools and instructional strategies
- Serve as a liaison and coordinate communications, activities and information related to mathematics between County Office administrators, personnel, school districts, outside organizations and the public; establish, support, facilitate and maintain partnerships
- Provide direction to school leadership teams through professional development coaching, mentoring, and serving as a content expert to assist schools and districts with initiatives focused on improving student achievement
- Monitor and evaluate the educational effectiveness of assigned subject area or program services; develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject area or program services in local school districts
- Compile, review and analyze a variety of technical data and information related to assigned subject area or instruction-related program
- Prepare and maintain a variety of records and reports related to programs, budgets, school support, partnerships, meetings and assigned activities; prepare and develop proposals as required
- Operate a variety of office equipment including copiers, projectors, audio-visual equipment and assigned software
- Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities and provide technical advice concerning assigned subject area or program and related services
- Train and provide work direction and guidance to assigned personnel as required
- Attend and participate in a variety of meetings, conferences, in-services and committees as directed
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site); drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

KNOWLEDGE AND ABILITIES:

Education and Experience:

- Master's degree in education or related field
- Three (3) years educational experience related to mathematics instruction

- Two (2) years of public education experience in administration

Knowledge of:

- Planning, organization, coordination and implementation of the educational services, training activities, instructional resources and support functions of mathematics
- Principles, theories, standards, practices, strategies and procedures involved in enhancing student achievement
- Practices, procedures and techniques involved in the development and implementation of staff development activities
- Mathematics curriculum standards, interpretation and application in assigned subject area or instruction-related program
- Instructional techniques and strategies related to mathematics
- Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to mathematics
- Local, State and federal standards and requirements governing mathematics
- Policies and objectives of assigned programs and activities
- Oral and written communication skills
- Basic budget preparation and control
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Public speaking techniques

Skills and Abilities:

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of mathematics for local school districts to enhance student learning and achievement
- Provide consultation and technical assistance to school districts concerning mathematics and related content, standards, requirements, principles, practices, techniques and procedures
- Design, develop, implement and conduct training and staff development activities for faculty, staff and administrators concerning mathematics
- Prepare and deliver oral presentations
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to mathematics in local school districts
- Interpret, apply and explain laws, codes, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare and maintain various records, reports and files

Desirable Qualifications:

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish
- Bicultural

Licenses and Certifications:

- California Administrative Services Credential
- California Driver's License with evidence of insurability

Approved 03.01.16
Revised: 06.28.17; 07.25.18