

# MONTEREY COUNTY OFFICE OF EDUCATION

## EDUCATIONAL ADMINISTRATOR SPECIAL PROJECTS EDUCATIONAL SERVICES

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 78  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Educational Administrator of Special Projects, is responsible for working collaboratively to plan, organize, direct, and evaluate all assigned programs and projects which include; Administrator Induction, Local Control Accountability Plan support, the Learning Resource Display Center, Transitional Kindergarten Teacher networking and other projects as assigned; overseeing and providing leadership, technical assistance, professional learning and support services in establishing effective programs for all assigned projects; assisting administrators and teachers to implement programs (in accordance with federal and state legislation, policies and guidelines) in meeting the needs of teachers and providing technical assistance and consultation services to schools.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **POSITION(S) 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, control and direct the operations, activities, educational services and support functions of assigned programs and services
- Assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures
- Coordinate and direct communications, personnel, resources, staff development services, curricular functions and information to meet County Office and school district needs and assure smooth and efficient activities
- Oversee the development and implementation of related projects, plans, strategies, services, goals, objectives, systems, schedules, events and activities

- Provide consultation and technical expertise to faculty, staff, administrators, outside agencies, families, school districts and the public concerning assigned programs and services
- Respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, policies and procedures; assist school districts in assuring adequate resources for assigned programs
- Maintain current knowledge of educational methods, practices and standards, pending legislature and laws, codes, regulations, policies and procedures related to assigned activities
- Modify programs and services to ensure compliance with local, state and federal requirements as appropriate
- Assist and support school districts and local agencies in the planning and delivery of professional learning and support services to new administrators and the monitoring and evaluation of those programs
- Coordinate, plan and conduct professional learning to build capacity for instructional/administrative effectiveness
- Facilitate effective utilization and exploration of potential and available resources, and develop, monitor and makes appropriate recommendations regarding program budgets
- Create effective communication networks to gather, access and disseminate pertinent information
- Represent the County Superintendent in supervision of general education programs in legal compliance matters
- Develop, monitor and submit relevant reports regarding the attainment of program goals and objectives at county and district levels
- Review, interpret and implement laws and regulations of the State Department of Education
- Advise and assist districts in the utilization of instructional materials, organizational processes and current legislation
- Originate, prepare and present timely and relevant informational and progress reports
- Serve/chair committees related to area(s) of assignment and complies with Monterey County Office of Education Board Policies and Administrative Regulations
- 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 the 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.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Master's degree from an accredited college or university in educational leadership or a related field
- Three (3) years of full-time teaching or related educational experience
- Two (2) years of public education experience in supervision or administration
- Record of successful accomplishment in organizational leadership, program management, complex, large-scale projects involving collaboration, and delivery of staff development

### **Knowledge of:**

- Planning, organization and direction of operations, activities, educational services and support functions of assigned programs and services
- Practices, procedures and techniques involved in the development and implementation of program and service projects, plans, strategies, goals, objectives, systems, schedules, events and activities
- Local, State and federal standards and requirements governing assigned programs and services
- Curriculum standards, interpretation, and application in assigned programs and services
- Effective professional learning and practices
- Adult Learning Theory and its implications for quality staff development
- Pertinent laws and regulations of the California Department of Education (CDE)
- Current administrative operation of California Public Schools
- Legal compliance matters
- Curriculum design, planning, development, implementation and evaluation
- Relevant research, emerging developments and mandates in the field, including the new California Professional Standards for Educational Leaders (CPSEL)
- Policies and objectives of assigned programs and activities
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- 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 relations techniques

### **Skills and Abilities:**

- Provide support and assistance in the implementation of the California Professional Standards for Educational Leaders (CPSEL) and Administrator Induction Program Standards
- Communicate effectively both orally and in writing
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Work effectively with groups in committees and workshops
- Effectively involve people in decision making
- Organize, conduct, implement and evaluate staff development programs with attention to detail and to necessary follow-up procedures
- Organize time to accommodate program activities and district requests

- Develop and monitor budgets
- Use appropriate technology for information processing
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Coordinate and direct communications, personnel, resources, staff development services, curricular functions and information to meet County Office and school district needs and assure smooth and efficient activities
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Oversee the development and implementation of program and service projects, plans, strategies, goals, objectives, systems, schedules, events, and activities
- Provide consultation and technical expertise to faculty, staff, administrators, outside agencies, families, school districts and the public concerning assigned programs and services
- Establish and maintain cooperative and effective working relationships with others

**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