

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize and direct educational operations, activities and services in support of ROP, Court & Community Schools or Special Education; coordinate communications, personnel, sites and information to meet student education needs and assure smooth and efficient educational services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct educational operations, activities and services in support of ROP, court and community schools or Special Education; assist the assigned administrator with directing the day-to-day activities of assigned sites and services; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, personnel, sites and information to meet student education needs and assure smooth and efficient educational services; assist in the development and implementation of ROP, Court & Community Schools or Special Education programs, services, schedules, goals, objectives, plans, strategies, standards, projects, systems, processes and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; conduct staff trainings and in-services as assigned by the position.

Coordinate communications, programs, services and information between teachers, administrators, staff, school districts, outside agencies, students, parents and the public; investigate and resolve student, administrative and staff issues, conflicts and complaints; establish and maintain partnerships with outside agencies to facilitate and enhance support for assigned services.

Participate in a variety of activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies as assigned; assist with developing and implementing curriculum standards, courses and instructional strategies; visit sites and classrooms to monitor and provide support for instructional activities.

Coordinate student assessment testing, attendance, enrollment, registration and support functions to meet educational needs, goals and objectives related to assigned educational services as required; coordinate and participate in activities related to the discipline of students according to established policies and procedures; supervise student intake and placement functions as assigned.

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Provide consultation to personnel, faculty, administrators, parents, school districts, outside agencies and the public concerning assigned educational services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, issues, principles, practices, techniques, laws, codes, regulations, polices and procedures.

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to assigned educational services; coordinate conduct a variety of special projects and surveys as required; oversee and participate in the review, processing and analysis of various academic and administrative materials such as transcripts, forms and applications.

Assist in assuring adequate personnel, instructional materials and resources to meet educational needs at assigned sites; monitor and assist in determining staffing needs; initiate recruitment activities as appropriate; coordinate the purchase of equipment and materials as necessary; assure proper cleaning and maintenance of assigned site facilities as required.

Assist in the development and preparation of the annual preliminary budget for assigned educational services; review and evaluate financial data; control and authorize expenditures in accordance with established limitations; assist with researching, obtaining, monitoring and maintaining grants as assigned; prepare related applications and documentation.

Monitor and evaluate assigned services for educational and financial effectiveness; assist in the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness of assigned services.

Oversee and participate in the development, preparation and implementation of Individualized Education Plans (IEP's) as assigned by the position; attend and participate in IEP meetings; assist in assuring proper preparation and maintenance of related documents, records and reports.

Maintain current knowledge of educational methods, practices and standards related to assigned educational services and related laws, codes, regulations, policies and procedures; assist in modifying programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the administrator regarding ROP, Court & Community Schools or Special Education services and related issues, needs and activities; assist in the formulation and development of related policies, procedures and programs.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, budgets, grants, incidents, accountability, financial activity, personnel, attendance and assigned duties.

Plan, organize and direct campus activities at assigned sites to assure the health, well-being and safety of students and staff in classroom and non-classroom activities.

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Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee and participate in preparing a variety of correspondence and informational materials as required.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; prepare and deliver oral presentations concerning assigned educational services; attend and participate in various conferences, in-services, committees and special events as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of ROP, Court & Community Schools or Special Education educational operations, activities and services.

Curriculum standards, interpretation and application in assigned programs and services.

Local, State and federal standards and requirements governing assigned area.

Terminology, concepts, methods and procedures involved in coordinating assigned services.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Instructional techniques and strategies related to assigned student programs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Plan, organize and direct educational operations, activities and services in support of ROP, Court & Community Schools or Special Education.

Coordinate communications, personnel, sites and information to meet student education needs and assure smooth and efficient educational services.

Supervise and evaluate the performance of assigned personnel.

Assist in the development and implementation of educational programs, services, schedules, goals, objectives, plans, strategies, standards, projects, systems, processes and procedures.

Participate in a variety of activities to enhance faculty understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

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Investigate and resolve student, administrative and staff issues, conflicts and complaints.
Provide consultation concerning assigned programs and services.
Assist the assigned administrator in directing the day-to-day activities of assigned sites and services.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
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 comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and three years teaching experience including work with ROP, Court & Community Schools, Special Education or related programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.