

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR, STUDENT PROGRAMS

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Student Programs and Services, plan, organize, control and direct Student Programs and Services operations and activities related to State-mandated testing, student and special education program compliance, teacher support and CDE reporting; coordinate and direct communications, information and resources to meet Division needs and enhance student learning and achievement; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Student Programs and Services operations and activities related to State-mandated testing, student and special education program compliance, teacher support and CDE reporting; establish and maintain related time lines and priorities; direct and monitor activities to assure student and special education programs and assigned functions comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information and resources to meet Division needs and enhance student learning and achievement; direct the development and implementation of State-mandated testing, compliance, teacher support and CDE reporting activities, programs, plans, projects, standards, strategies, goals and objectives.

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; assure employee understanding of established requirements.

Direct the development and implementation of State-mandated tests including California Standards, California Alternate Assessment, California English Language Development, Physical Fitness and High School Exit tests; coordinate and implement testing schedules; submit order numbers and student files to test publishers; distribute, collect, inventory and prepare tests for scoring; compile, assemble and disseminate test results; prepare and develop testing manuals.

Coordinate and provide technical assistance to designated special education faculty and staff; advise staff, faculty and administrators concerning special education legal requirements; assist with case management, school district collaboration, Individualized Education Plan development and the assessment of new referrals; develop and implement policies and processes for legally required procedures and develop related forms and manuals.

Prepare, develop, maintain and process a variety of data, records and reports related to CBEDS, Annual School Accountability, Language Census, Student National Origin, test results, teachers, complaints, compliance, Local Agency Plan and special education and minority students; prepare, process and submit the Consolidated Application and related categorical fund, legal compliance, entitlement, student enrollment and budgetary data and information to the CDE; assure mandated reports are submitted to the CDE in accordance with established time lines and requirements.

Provide consultation and technical expertise to personnel, administrators, school districts, outside agencies and others concerning State-mandated testing, compliance, teacher support and CDE reporting activities; respond to inquiries and provide detailed and technical information concerning related standards, requirements, projects, issues, changes, mandates, principles, plans, strategies, goals, objectives, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Coordinate and direct State-mandated testing, compliance, teacher support and CDE reporting communications, correspondence and information between County Office administrators, faculty, personnel, school districts, outside organizations, the public and various local and State agencies; assure proper and timely resolution of related issues and conflicts.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to State-mandated testing, compliance, special education, student programs, CDE reporting and the Local Education Agency Plan; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements; keep administrators current concerning legal changes and updates.

Plan, organize, control and direct teacher support programs for the County Office including Beginning Teacher Support and Assessment (BTSA) and Peer Assistance and Review (PAR); coordinate the PAR referral process; recruit, oversee and assign consulting teachers and mentors to appropriate faculty.

Direct and participate in the research, assembly, compiling, verification and analysis of a variety of technical and statistical data and information related to State-mandated testing, compliance, teacher support and CDE reporting activities; prepare graphs and other visual reports and presentations.

Investigate, analyze and respond to complaints involving the County Office from the Office of Civil Rights and CDE concerning student issues and potential lawsuits related to special education; review and analyze inter-district and expulsion appeals; determine and recommend appropriate response and resolution to appeals, issues and complaints; research and compile related information; interview and advise witnesses; prepare responses and required documentation.

Develop and prepare the annual preliminary budgets for PAR, BTSA, testing activities and resource specialists; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

Provide technical information and assistance to the Associate Superintendent regarding assigned programs, functions and services and related needs, issues and activities; assist in formulating and developing related policies, procedures and programs.

Coordinate the preparation, development and implementation of the Local Education Agency Plan; monitor Plan progress and advise administrators concerning related requirements.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

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 State-mandated testing, compliance, teacher support and CDE reporting functions.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Student Programs and Services operations and activities related to State-mandated testing, student and special education program compliance, teacher support and CDE reporting.

Curriculum standards, interpretation and application in special education and student programs.

Local, State and federal standards and requirements governing student programs, special education, educational complaints, mandated reporting and assessment tests.

Investigation, analysis and appropriate response to student complaints and appeals.

Compilation, assembly and preparation of State-mandated reports.

Practices and procedures involved in the development and implementation of mandated testing.

Instructional techniques and strategies related to special education and student programs.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct Student Programs and Services operations and activities related to State-mandated testing, student and special education program compliance, teacher support and CDE reporting.

Coordinate and direct communications, information and resources to meet Division needs and

enhance student learning and achievement.

Supervise and evaluate the performance of assigned personnel.

Report the results and direct the development and implementation of State-mandated tests

Provide consultation concerning State-mandated testing, compliance, teacher support, special education, student programs, CDE reporting activities and related standards and requirements.

Investigate, analyze and determine appropriate response to student complaints and appeals.

Administer teacher support programs for the County Office including BTSA and PAR.

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.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Prepare, develop, maintain and process a variety of State-mandated data, records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and three years administrative experience in an educational setting.

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.