

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: MANAGER, EDUCATIONAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, Educational Services, or designee, plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts, state and local government agencies and community based organizations; plan, design, organize, coordinate and manage the implementation of education and training programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts/governmental agencies/community based organizations; monitor, evaluate and adjust activities in response to school district/governmental agencies/community based organization needs; assist districts/governmental agencies/community based organizations with assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, information and resources to meet school district/governmental agencies/community based organizations needs; build collaboratives that deliver comprehensive services to the early childhood workforce; develop and implement program services, activities, processes and procedures; lead, develop and coordinate networks of district/community leaders.

Provide consultation and technical assistance to school districts/governmental agencies/community based organizations concerning assigned subject areas and programs; respond to inquiries and provide detailed and technical information concerning related standards, laws, policies and procedures; assure smooth and efficient delivery of services.

Serve as a liaison and coordinate communications, activities and information related to assigned subject areas and programs between County Office administrators, personnel, school districts, community based organizations, the public and various local and State agencies; establish, support, facilitate and maintain partnerships; assure proper and timely resolution of related issues and conflicts.

Monitor and evaluate the educational effectiveness and operational efficiency of assigned subject areas, programs and services; receive and respond to administrative, staff and public input concerning program and subject area needs; develop and implement processes and procedures to enhance the educational effectiveness and operational efficiency of programs and subject areas.

Participate in the development and preparation of annual preliminary budgets for assigned subject areas and programs; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations; develop, oversee and administer grants; develop, monitor and maintain contracts as assigned; disaggregate and analyze program and student accountability data; compile and submit reports to governmental and community funding sources.

Provide technical information and assistance to the Deputy Superintendent, Educational Services, or designee, regarding assigned programs and subject areas; assist in the formulation and development of related policies, procedures and programs.

Operate a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Drive a vehicle to conduct work; visit sites and classrooms to monitor and provide technical advice concerning program and educational activities.

Train and provide work direction and guidance to assigned personnel as required; oversee the work of consultants and other contractors as assigned.

Coordinate, attend and conduct a variety of meetings and conferences.

**OTHER DUTIES:**

Represent the Contra Costa County Office of Education at local and state meetings and collaboratives.

Provide leadership as coordinator for the assigned subject areas, programs and/or services.

Establish and maintain relationships with governmental officials, local commissions, public agencies and community-based organizations.

Implement the Professional Development Program for the assigned subject areas, programs and/or services.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts/community based organizations.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to assigned programs and subject areas.

Practices and procedures involved in the development and implementation of subject area and program services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Instructional techniques and strategies related to assigned programs and subject areas.  
Local, State and federal standards and requirements governing assigned programs and subject areas.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

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.

Basic public relations techniques.

**ABILITY TO:**

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of assigned subject areas and programs for local school districts/community based organizations.

Coordinate communications, information and resources to meet school district/community based organization needs and enhance student learning.

Design, develop, implement and conduct training and staff development activities for assigned subject areas and programs.

Develop and implement subject area and program services, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures.

Establish and maintain partnerships.

Monitor, evaluate and modify standards, policies and procedures to enhance the educational effectiveness and operational efficiency of assigned programs and subject areas.

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 narrative and statistical records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years increasingly responsible experience working with instructional, training or similar activities related to assigned program.

**LICENSES AND OTHER REQUIREMENTS:**

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.