

ORANGE UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE DIRECTOR, ACCOUNTABILITY & SPECIAL PROGRAMS

DEFINITION

Under general direction, to coordinate the planning, organization, and management of the District special programs and projects, including the planning and presenting of grant funding and resource acquisition; to plan, organize, coordinate and monitor the special program and project budget forecasting and development, and in implementing expenditure control systems; to plan, organize, and coordinate research and development activities, including student achievement, special program compliance and project quality assurance/accountability, and intervention programs; to actively participate, coordinate and provide leadership in the District school-wide master planning activities related to student achievement and accountability; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise commonly taught in public schools, student achievement accountability programs, and special project curriculum and instruction development and implementation strategies. Directly related special program and professional development administrative experience is necessary to assure success in the District special program and project leadership role. The job requires the ability to analyze Federal and State legislation, project issues and concerns, and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of the special project programs and instructional services of the organization. The position classification has supervisory and management responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, school administrators, ancillary staff, administrative personnel, and community members and public agencies to influence, motivate and monitor the result objectives of the special program, project operation and accountability. This position classification performs light work, but does require walking and standing for extended periods. The job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Plan, organize, coordinate, and participate in the conduct of need assessment and service inquiries in establishing and implementing special programs and student accountability.
- Provide expertise in identifying, formulating, and implementing the District education goals and objectives in compliance with District, County, State, and Federal legal mandates and guidelines.
- Supervise and monitor the allocation of special program human and monetary resources to maximize student growth and achievement.
- Plan, organize, develop, coordinate and conduct a variety of professional development, diversity awareness and various special in-service training programs.
- Establish communication feedback systems and processes for monitoring and accountability for the special project program activities.

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- Review, monitor, and evaluate the performance of special project instructional and non-instructional personnel.
- Plan, coordinate, organize, and manage the preparation of the consolidated application for categorical funding, and monitor the specially funded projects to ensure compliance and accountability with County, State or Federal guidelines and requirements.
- Provide leadership, support, and guidance to members of the District advisory committees and groups, and community public and private children service groups.
- Plan, organize, and direct research and development activities, and projecting, planning, and forecasting of student program activities and achievement.
- Plan and organize the special program and professional development record management system, and prepare a variety of management reports.
- Plan, organize, and coordinate implementation of special project budget planning, compliance guidelines and procedures, accountability and expenditure control strategies;
- Negotiate, develop and recommend the approval of special program and professional development service contracts.
- Identify, seek out special funding, and plan, organize, develop and coordinate grant application proposals.
- Provide advice and counsel to District and members of the education community concerning special project programs and services, program and project participation eligibility, school-wide planning activities, and other matters related to District special programs and services.
- Plan, organize, and coordinate feasibility planning in determining procedures and guidelines that effectively resolve operational conflicts, and assist in community coalition building processes.
- Assist in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated service and employee agreements.

QUALIFICATIONS

Knowledge of:

Principles, practices, trends, goals, and objectives of public education;
Philosophical, educational, fiscal, and legal aspects affecting special programs and professional development projects and services;
Organization, management, planning, and evaluation strategies, techniques, and procedures;
Special program and professional development service design and delivery systems, including accountability, audit and evaluation processes to determine program and service effectiveness;
Funding source proposal and grant application and acquisition procedures;
Research and development strategies, processes, and techniques;
Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

Ability to:

Plan, organize, and coordinate the District special programs and projects;

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Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures;

Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions;

Communicate effectively in oral and written English;

Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of public school teaching experience, and three years of experience in an administrative position performing special project and program supervision.

Education:

Administrative Services Credential; possession of a Master of Arts or higher degree in administration and supervision, curriculum and instruction supervision, or closely related fields.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.