

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
ADMINISTRATOR**

DEFINITION:

Responsible for the program implementation and goals for quality services and serves as leader to the program staff and constituents.

ESSENTIAL FUNCTIONS AND JOB DUTIES

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Coordinate, organize, and facilitate the implementation and evaluation of the program.
- Establish and maintain cooperative working relationships with members of the community, parents, and project and school staff.
- Responsible for the identification and placement of students and program participants.
- Articulate the staff, parent, and student training components to provide age appropriate skill development activities.
- Design and implement parent training component as required.
- Provide leadership and program guidance through regular observation of program.
- Plan, organize, and coordinate workshops, in-service programs, and other education planning and process activities.
- Prepare and submit, for approval, grant proposals to public and private funding sources as required.
- Perform a variety of functions in the area of personnel management, including participation in recruitment and selection, record management/supervision, and evaluation of staff.
- Represent the program at appropriate department, district, state, and federal meetings.
- Prepare a variety of management and program evaluation reports as required.
- Administer program budget.

QUALIFICATIONS

Demonstrated ability to communicate effectively and maintain effective, cooperative working relationships with teachers, administrators, board members, community members, and agencies

Strong human relations and collaboration skills

Valid California driver's license and own reliable transportation with evidence of insurance

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:

Minimum of three years successful experience as a K-12 classroom teacher

Education:

California teaching credential, California administrative credential or enrollment in an accredited administrative credential program

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects or controls; reach with hands and arms
- The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus

TERMS OF EMPLOYMENT

Salary and work year to be established by County Superintendent