

## ADMINISTRATOR OF - EDUCATIONAL SERVICES

### Definition

Supervised by the Superintendent, assumes responsibility for the development, implementation and evaluation of all programs, within this department. Superintendent may assign other tasks or projects.

### Essential Responsibilities

1. Coordinate the development of guidance services kindergarten through grade 12;
2. Serve as a resource to principals in the development of special education curriculum, promotion, graduation requirements, work-study programs, and teacher evaluation;
3. Maintain accurate confidential records and care of the confidential filing system as required by local and state standards;
4. Serve as consultant to certificated personnel concerning psychological services;
5. Conduct and coordinate student and parent conferences as requested or needed regarding serious school adjustment or learning problems;
6. Coordinate the health services of the District;
7. Gain community support and promote public relations programs in the area of mental health;
8. Coordinate the health District-wide testing program including local, county, and state mandated programs;
9. Establish and implement program evaluation designs used to identify the effectiveness to pupils served. Included are the development of measurement instruments and the analysis of data collected;
10. Collect and organize program data that can be used as a basis for new/improved programs;
11. Provide in-services to instructional staff on evaluation procedures and program results;
12. Make arrangements for use of data processing necessary to the evaluation program;
13. Supervise the preparation of evaluation reports to the State as required;
14. Assist the administrative team with the identification of curriculum areas for periodic special evaluation;
15. Administer the Alternative Education Program;
16. Preside over and coordinate the functions of the Secondary Student Placement Committee.

### Professional Preparation

Master's Degree preferred;

Pupil Personnel and appropriate Administrative Credentials required.

### Personal Qualifications

1. Physical capacity for leadership.
2. Active in civic and community affairs.
3. Capable public speaker.

### Other Requirements

Shall have vehicle for school business use and a valid California driver's license

**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 sit for extended periods of time. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at times come into contact with dissatisfied or abusive individuals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 6/86; 9/97