

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize and direct educational operations, activities and services in support of ROP, Court & Community Schools or Special Education; coordinate communications, personnel, sites and information to meet student education needs and assure smooth and efficient educational services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct educational operations, activities and services in support of ROP, court and community schools or Special Education; assist the assigned administrator with directing the day activities of assigned sites and services; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, personnel, sites and information to meet student education needs and assure smooth and efficient educational services; assist in the development and implementation of ROP, Court & Community Schools or Special Education programs, services, schedules, goals, objectives, plans, strategies, standards, projects, systems, processes and procedures.

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 -/i

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee and participate in preparing a variety of correspondence and informational materials as required.

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 assigned educational services; attend and participate in various conferences, in-service-

Investigate and resolve student, administrative and staff issues, conflicts and complaints.
Provide consultation concerning assigned programs and services.
Assist the assigned administrator in directing the day-to-day activities of assigned sites and services.
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.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and three years teaching experience including work with ROP, Court & Community Schools, Special Education or related programs and services.

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.