



Administrator of Educational Services Projects

DESCRIPTION

The Administrator of Educational Services Projects, under the direct supervision of the Assistant Superintendent of Educational Services, is responsible for supervision and leadership of assigned Educational Services projects. The position will also serve the department in leadership roles that may encompass district, department, or school projects; and participating in staff, student and parent activities.

QUALIFICATIONS

- Valid California Administrative Credential Valid California Elementary Teaching Credential
- Five years administrative experience at the K-6 grade level

RESPONSIBILITIES

To provide assistance to the Assistant Superintendent of Educational Services in such areas as:

- Collects, organizes, and updates the content of the district and department webpages, ensuring that they are as current as possible at all times
- Facilitates organization of content for the teacher portal
- Assists in the coordination of One to One Digital Program logistics
- Works directly with principals as assigned to support programs offered at each school
- Works directly with department staff as assigned to support special projects as needed
- Attends or facilitates committee meetings as department liaison
- Other duties as assigned by the Assistant Superintendent of Educational Services

SKILLS / QUALITIES SOUGHT

- Enthusiastic, good sense of humor and realistic perspective
- Positive interpersonal skills, professional and personal integrity with a commitment to openness and honesty
- Ability to communicate openly and effectively, resolve conflict, and use a variety of decision-making processes
 - Problem-solver, open to divergent opinions and able to secure meaningful involvement of staff, parents and community
- Active listener with commitment to the District and the District Vision
- Adjust as needed, encourages creativity, supports risk taking and accountability

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 stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Created: 12/2013