



## **ADMINISTRATOR OF SUPPORT SERVICES**

### **DEFINITION**

Under the general direction of the Assistant Superintendent of Educational Services, responsible for assisting with the implementation and training of various programs such as English Language Development, district wide testing, program improvement, intervention, assessments and reports, utilization of the electronic data management systems, grant writing and resource development, and other duties as assigned.

### **Essential Duties and Responsibilities:**

- Supervises all Categorical Programs, such as Title I, Title II, Title III as appropriate.
- Prepares and submits required reports to state and federal agencies.
- Supervises the implementation of Federal, State, and local grants including evaluation and end-of-year reports.
- Gathers data and presents reports to Management Team, Instructional Leadership Committee, the Board of Trustees, and other groups.
- Assists with the implementation and administration of State and local testing programs.
- Plans and implements Parent Education for Title I and English Language Learner Programs and as well as be a resource to the school principals for Parent Education Programs.
- Provides support and training for staff around Common Core and English Language Development implementation and assessment.
- Provides support to principals in carrying out their duties respective of low performing students.
- Explores alternative resources for funding instructional practices such as grant writing, business partnerships, and coordination of services.
- Serves as a liaison for special programs with other groups and agencies outside the District.
- Provides support to principals, staff and parents in grant writing.
- Serves as the liaison between the private schools and the District in providing federal and state mandated support service to private school children.
- Serves as a staff liaison for, or as a member of, appropriate committees.
- Attends Board Meetings as required.

### **Other Related Duties:**

- Collaborates with staff to implement the EL evaluation plan and assessment of categorical programs.
- Acts as liaison between the District and the county Migrant Education Program.
- Acts as the liaison between the District and the San Diego County Office of Education through attendance at bilingual and categorical directors meetings and other subcommittees related to consolidated programs.
- Prepares and delivers oral and written reports, recommendations and presentations to the Board, committees, parents and others regarding categorical program.

- Facilitates District English Learner Advisory Committee and District Advisory Committee.
- Evaluates Categorical, Grants, and State Programs for compliance and effectiveness.
- Serves as CALPADS LEA Administrator.
- Provides support to teachers and administrators for Illuminate Data and Assessment Module.

**Training and Experience:**

- Possess valid California Teaching and Administrative Services Credentials
- Demonstrated ability to train, supervise and support employees
- Demonstrated ability to present workshops and training

**Knowledge of:**

- Modern office methods, equipment, and procedures
- District operations - policies, rules, and regulations
- Categorical programs and funding terms
- Curriculum and effective teaching practices
- Evaluation and assessment practices
- Community resources

**Ability to:**

- Develop and maintain effective working relationships with staff, administrators, vendors, and community members.
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, assessment information.
- Communicate effectively with staff, parents, school sites, community members, and government agencies in both oral and written form.

**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 use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

**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.