



drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and inter-departmental meetings as assigned; provides subject area expertise and technical assistance as needed; attends and participates in SCCOE recognition events.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

K-12 curriculum and public-school environments;  
Principles and practices of effective management;  
Quality instructional practices and professional development in these practices;  
Assessment design and analysis;  
Collecting and assembling data and navigating assigned software systems;  
Budget preparation and control;  
Technical aspects of field of specialty;  
Oral and written communication skills;  
Applicable laws, codes, regulations, policies and procedures;  
Interpersonal skills using tact, patience and courtesy;  
Operation of a computer and various assigned software;  
Project Management software, desktop publishing and layout design software)

**ABILITY TO:**

Collaborate with charter schools and SCCOE departments;  
Set goals and act strategically in achieving those goals;  
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;  
Serve as a resource to program representatives and the SCCOE;  
Conduct special studies and in-services;  
Communicate effectively both orally and in writing;  
Interpret, apply and explain rules, 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 timelines;  
Work independently with little direction;  
Plan and organize work;  
Maintain records and files;  
Prepare comprehensive narrative and statistical reports.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;  
Demonstrates emotional intelligence;  
Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master’s degree in education, assigned instructional area, or related field and five (5) years of educational leadership experience, including experience and detailed knowledge of charter schools.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential  
Valid California Teaching or Pupil Personnel Services Credential  
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment  
Driving a vehicle to conduct work  
Evening or variable hours to attend meetings or conferences

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations  
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

DocuSigned by:  


4/13/2022 | 2:33 PM PDT

Approved:

Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

- Approved: 10/16/13
- Revised: 2/26/14 Title changed from Coordinator-Innovative Schools Office to Administrator-Charter Schools
- Revised: 6/1/16 Changed reporting structure from Chief Strategy Officer to Director III-Charter Schools
- Revised: 8/13/20 Changed reporting structure from Director to Associate Director
- Revised: 4/13/22 Modified reporting structure and updated duties