



PERSONNEL COMMISSION

Class Code: 5226
Salary Range: 48 (M2)

ADMINISTRATOR, K-16 COLLABORATIONS & DISTRICT PROGRAMS

JOB SUMMARY

Under administrative direction, plan and develop and maintain District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, manage, and integrate District programs and partnerships including identifying possible funding and collaboration sources, expanding initial pilots to full collaborative projects, and preparing grant application materials. **E**
- Plan and support communications and collaborations for assigned external partnerships; where necessary, act as a District representative with K-16 partners such as California State University, Long Beach, Long Beach City College, the City of Long Beach and other institutions. **E**
- Manage and provide leadership to assigned District programs and K-16 collaborations; coordinate program implementation, meetings and presentations; prepare strategic planning models and continually monitor and report progress of ongoing programs and collaborations. **E**
- Develop, conduct and evaluate educational initiatives and outreach efforts for assigned District programs, including direct partnerships and collaborations with higher education institutions and other organizations and stakeholders. **E**
- Provide focus on detail and follow-through for program proposals and implementation; provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students, support school sites and attain policy goals of the District's mission. **E**
- Meet with and address a variety of groups, including school administrators, Superintendent of Schools, Board of Education members and higher education representatives, to gather and disseminate information relative to a variety of educational reforms, school initiatives, District programs and partnerships and other related issues. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the Long Beach Unified School District. **E**
- Establish and monitor goals, benchmarks and milestones with stakeholders and external partners; steward existing collaborative relationships to further enhance and improve District program outcomes. **E**

- Develop and monitor assigned budgets; present operating analyses to various groups including the Board of Education, District administration and stakeholder committees; assure program compliance with applicable laws, codes, rules and regulations. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. *E*
- Develop or assist in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect District collaborative programs, administration or fiscal policies. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Administrator, K-16 Collaborations and District Programs plans, develops and maintains District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, state and local regulations related to grant-funded programs, as well as foundation sources.

History of and emerging issues in school reform work and of school reform efforts in California and nationally.

Grant writing processes, applications, procedures and deadlines.

Public education concerns, issues and legislation.

Strategic planning and project management techniques.

Concepts, principles, kinds, and practices of grant development.

Budget preparation and control.

Fundraising activities and grant acquisition techniques.

Marketing techniques and strategies including online resources and other communication media.

Applicable laws, codes, rules and regulations related to assigned activities.

Public speaking techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Ability to:

Build partnership associations and coalitions with a variety of higher education institutions and other stakeholders.

Research potential partnerships and funding sources through use of online resources and other communication media.

Represent the Long Beach Unified School District in a professional manner.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.

Adapt to changing circumstances and work quickly under pressure of deadlines.

Develop and monitor budgets.

Prepare and deliver effective oral presentations including the use of PowerPoint or similar computer software.

Establish and maintain effective working relationships with external partners, higher education representatives, elected officials and others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Assure compliance with applicable laws, codes, rules and regulations.

Supervise and evaluate the performance of assigned staff.

Develop and implement long-term strategic plans.

Accept and carry out responsibility for direction, control and planning.

Maintain current knowledge of educational reforms, initiatives and trends.

Communicate effectively both orally and in writing.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and assigned software.

Education and Training:

Graduation from an accredited four-year college or university with a degree in social science, public or business administration, public relations, education, or related field is required.

A Master's degree in one of these fields is desirable.

Experience

Three years of program implementation experience for public, private, or non-profit agencies is required. Experience within a public education setting is preferred.

To have established a network or resources for partnerships is desirable.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

Positions in this class may routinely require District paid travel throughout the United States, with varied work hours.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Continuous visits to sites and other agencies.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and deliver oral presentations.
Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.