



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION Education Administrator I	WORKING TITLE Education Administrator I
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BRANCH
State Board of Education

DIVISION State Board of Education	OFFICE Board Operations Office
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CBID S21	WWG E	PCN 4856	POSITION NUMBER 174-030-2657-010	SPECIFIC LOCATION Sacramento
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PROBATIONARY PERIOD 12 Months	TENURE Permanent	TIME BASE Full-Time	BILINGUAL POSITION No
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TELEWORK OPTION Hybrid	SAFETY SENSITIVE POSITION No	CONFLICT OF INTEREST CLASSIFICATION Yes
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DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Governor's K-12 Education Policy Advisor/Executive Director of the State Board of Education, the Education Administrator I oversees programs promoting innovation and improved student achievement. The Education Administrator I is responsible for the following educational programs: charter schools and early childhood education.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

The incumbent reports directly to the Senior Deputy Director, of the State Board of Education Office.

SUPERVISORY RESPONSIBILITIES

This position does not exercise supervisory duties.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position may require the incumbent to travel locally or nationally. Requires sitting for long periods of time while using a computer, reviewing documents. The work environment is fast-paced, can be demanding, and requires the incumbent to be flexible.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Identifies, analyzes, and interprets key education program issues that impact the operation of educational programs across the SBE Executive Office. Directs or carries out special projects related to the implementation of policies and/or procedures for charter schools and early childhood education. Gathers and compiles data for state reports; provides clarification and guidance to the SBE members, Executive Director, and CDE divisions on the requirements of such reports. Serves on interdepartmental committees or work groups charged with the task of examining federal and state policies and ensuring compliance with federal and state laws and regulations.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Supports the work of the Executive Director. Develops, reviews, and/or revises policy/issue memoranda, position papers, bulletins, or advisories. Reviews and edits State Board of Education (SBE) items to ensure alignment with current activities; occasionally writes SBE items in collaboration with Division offices. Develops and resolves issues/problems, develops plans of action; prepares recommendations for the Executive Director's concurrence. Assists the Executive Director, as required, in internal and external meetings.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Supports the implementation of strategies to carry out policies and programs relating to charter schools and early childhood education. Interface with CDE staff. Communicate with the Governor's Office and the Department of Finance to obtain input on implementation of issues.

Relative % of Time Required: <input type="text" value="15%"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
<p>Performs administrative duties related to policies and workload of the SBE, including the review of documents for Executive Director approval and providing recommendations to the Executive Director regarding SBE policies and practices. Performs administrative duties related to special projects assigned to the SBE Office.</p>		

Relative % of Time Required: <input type="text" value="5%"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
<p>Perform other duties as assigned.</p>		

Relative % of Time Required: <input type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		
<p></p>		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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PERSONAL CONTACTS

Contact with all levels of departmental employees including deputies, division directors, managers, supervisors, consultants and analysts. External contact includes board members, school administrators, LEAs, general public, professional organizations and advocates, other governmental agencies such as the Governor's Office, Legislature, and the Department of Finance.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor