



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Administrator I (Specialist)				Ed Admin	
BRANCH					
Building Educational Success Together Branch					
DIVISION				OFFICE	
				Office of the Deputy Superintendent	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
S21	E	2608	174-500-2657-004	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under the general direction of the Deputy Superintendent of the Instruction, Building Educational Success Together Branch (BEST), the Education Administrator I (Specialist) oversees innovative programs designed to improve student achievement by closing the achievement and opportunities gaps. Programs include statewide guidance for curriculum and instruction; statewide guidance for multilingual and English learner students; high quality professional learning for educators; statewide services to deaf, hard of hearing, blind and visually impaired students.					
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					
Deputy Superintendent of the Building Educational Success Together Branch					
SUPERVISORY RESPONSIBILITIES					
N/A					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
This position is headquartered in Sacramento and may be eligible for hybrid telework for eligible applicants. The core business hours are Monday-Friday 8-5 p.m. The position may require working under tight deadlines and irregular hours, and may require several hours of reviewing documents in both electronic and hard copy. This position requires travel as needed and the ability to communicate effectively, give presentations, and participate at meetings and conferences.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40%

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Identify, analyze, and interpret key education program issues that impact the operation of educational programs across the divisions comprising the BEST. Direct or carry out special projects related to the implementation of policies and/or procedures for assessment, curriculum and instruction, state and federal accountability, continuous improvement, and data management and reporting. Gather and compile data for federal reports; provide clarification and guidance to divisions within the Branch on the requirements of such reports. Serve 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: 40%

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Support the work of the Deputy Superintendent. Develop, review, and/or revise policy/issue memoranda, position papers, bulletins or advisories. Review and edit State Board of Education (SBE) items to ensure alignment with current activities; occasionally write SBE items in collaboration with Division offices. Develop and resolve issues/problems, develop plans of action; prepare recommendations for the Deputy's concurrence. Assist the Deputy by attending and presenting on their behalf at internal and external meetings, as needed. Provide Deputy with talking points.

Relative % of Time Required: 10%

☐ Essential Function☐ Non-Essential Function**Duties Performed**

Support the implementation of strategies to carry out policies and programs relating to the Department's implementation of the California System of Support and the Every Student Succeeds Act (ESSA). Support work within the Branch related to ESSA and other state and federal programs. Interface with SBE staff. Communicate with the U.S. Department of Education and the Government Affairs Division to obtain input on ESSA implementation issues and strategize implementation planning for divisions, across the branch, and the Department.

Relative % of Time Required:	10%	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Perform administrative duties related to policies and workload of the branch, including the review of documents for Deputy approval and providing recommendations to the Deputy regarding Branch policies and practices. Perform administrative duties related to special projects assigned to the Executive Office and perform other job-related duties as required.			

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function
Duties Performed			

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function
Duties Performed			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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PERSONAL CONTACTS

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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