



## PERSONNEL COMMISSION

**Class Code: 3338**  
**Salary Range: 48 (M2)**

### **ADMINISTRATOR, K-16 COLLABORATIONS & EXTERNAL PROGRAMS**

#### **JOB SUMMARY**

Under general direction, plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for 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, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District. **E**
- Plan, organize, manage, and integrate special funding activities and partnerships including identifying possible funding and collaboration sources in the corporate and foundation arenas, expanding initial programs to full collaborative partnerships, and preparing grant application materials. **E**
- Oversee communications and public relations for assigned external programs; act as a liaison and facilitate communication with California State University, Long Beach, Long Beach City College, the City of Long Beach, the Port of Long Beach and a variety of state and federal agencies related to the K–16 collaborations in which the District participates. **E**
- Manage and provide leadership to assigned K–16 collaborations and external programs; coordinate meetings, public speaking, conference presentations, receptions and reception sponsors; prepare strategic planning models and continually monitor and report progress of ongoing programs. **E**
- Facilitate effective networking and position the Long Beach Unified School District as an organization promoting active partnerships among public and private corporate and public agency sponsors. **E**
- Develop, conduct and evaluate District educational initiatives and campaigns for assigned programs, including direct partnerships and collaboration with media, governmental agencies, corporate or other organizations and stakeholders. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the Long Beach Unified School District. **E**
- Develop and coordinate roles for local employers, community-based organizations, workforce development agencies, vocational schools and post-secondary education

institutions that connect school to careers and support student employability and workforce preparation through Linked Learning. ***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 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, officials of public and private agencies and corporations, to gather and disseminate information relative to a variety of educational reforms, school initiatives, external programs and partnerships and other related issues. ***E***
- Establish and monitor goals, benchmarks and milestones with partners; steward existing collaborative relationships to further enhance and improve program outcomes. ***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***
- Develop and monitor assigned budgets; provide operating analyses to various groups including the Board of Education, District administration and oversight committees; assure 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***
- 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 External Programs plans, develops and maintains communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for 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 medias.

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:**

Plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District.

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.

Build partnership associations and coalitions with a variety of corporate and government agencies.

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

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

Develop and monitor budgets.

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

Establish and maintain effective working relationships with public and corporate executives, 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, English, public relations, social work, education, or related field is required.

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

**Experience**

Three years experience in lobbying, advocacy, public policy, coalition building, and grant writing, for public, non-profit agencies is required. Experience within a public education setting is preferred.

To have established a network or resources for partnerships, collaborative and public and private corporations, and agency sponsors 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 may 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.

PCA: 5/26/2000

Revised: 12/10/2015