Tulare County Office of Education
JOB DESCRIPTION **Job Title:** Administrator II – Prevention & Safety (9799)

Job Summary:
Under the direction of the Assistant Superintendent and/or designee, plan, organize, direct, and integrate the operational, instructional, and compliance activities of the School Safety, Youth Prevention Programs, and CHOICES After School Programs; provide extensive administrative expertise and leadership to oversee sub-departments and assigned staff; serve as administrative lead for systemic monitoring of multi-million dollar local, state, and federal grants; spearhead regional agency and community partnerships; ensure strict regulatory compliance; and drive continuous program improvement to support youth development and educational effectiveness throughout Tulare County schools.

Essential Duties:
- Direct and oversee all operational, instructional, and compliance aspects of the School Safety (ActVnet), Prevention, and CHOICES After School Programs to assure alignment with organizational mission, vision, values, board policies, and core educational standards.
- Supervise, train, coach, guide, and evaluate assigned high-level administrative, credentialed, professional, and technical personnel, including program directors, office managers, and specialized project coordinators.
- Plan, develop, manage, and monitor multi-funded program budgets; control expenditures; determine the use of funds; and lead the formulation, writing, and submission of grant proposals to secure sustainable funding.
- Monitor and evaluate program metrics, instructional activities, and operational services to ensure complete compliance with local, state, and federal laws, California Expanded Learning 12 Quality Standards, and California Content Standards.
- Establish and maintain cooperative, open, and productive working relationships with partner school districts, law enforcement agencies, community leaders, state/local entities, and bargaining units.
- Oversee strategic safety and prevention initiatives, including critical incident mapping, technological asset integration, emergency mitigation protocols, and substance abuse prevention curriculum delivery.
- Design, facilitate, and conduct in-service training programs, regional forums, stakeholder orientations, and staff development workshops to train county and district staff on best practices, instructional techniques, and safety protocols.
- Respond to inquiries, complaints, and concerns from school district personnel, community organizations, staff, and the general public to resolve issues, departmental concerns, and conflicts.
- Research information, analyze data, and stay up to date on relevant research/publications to evaluate potential implications, make recommendations, and update internal practices.
- Coordinate program communications, information sharing, and official reporting for the Assistant Superintendent, Superintendent, and County Board; prepare board agenda items and present as necessary.
- Attend and participate in a variety of assigned meetings, committees, conferences, and/or special events.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:
Skills to:
- Direct, prioritize, and schedule assignments, coordinate activities, information, personnel, and resources across multiple sub-departments to assure program operations run smoothly and effectively.
- Analyze and evaluate complex situations accurately and adopt an effective, strategic course of action.
- Provide administrative leadership, technical advice, and operational guidance on school safety, youth prevention, and expanded learning initiatives.
- Prepare, present, and monitor multi-funded budgets, grant activities, and financial trends.
- Prepare clear and concise written correspondence, narrative/statistical reports, and technical presentations.
- Develop, coordinate, promote, and evaluate programs, policies, and regulations across different divisions.
- Communicate effectively, both orally and in writing, across virtual and in-person settings.
- Operate a computer and utilize software applications to compile data, manage operations, and deliver presentations.

Knowledge of:
- California Expanded Learning 12 Quality Standards, State Content Standards, and current trends/research in youth development.

- Substance abuse prevention frameworks, Youth Development Theory, and the state-wide Student Mental Health network.
- Applicable sections of the California Education Code, Local, State, and Federal laws, codes, and compliance constraints governing school safety programs, youth prevention, and expanded learning initiatives.
- Advanced principles and practices of public school administration, personnel management, supervision, and performance evaluation.
- Complex public sector budgeting, multi-funded accounting, grant acquisition/management, and the procurement/RFP process for specialized vendor contracts.
- Technical project management, critical incident asset mapping, digital media integration, and technological systems layout.
- Correct English usage, grammar, spelling, punctuation, and sentence structure.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Plan, organize, and prioritize assigned work to meet critical schedules and timelines.
- Interpret, apply, and explain Federal, State, and local rules, regulations, policies, and procedures.
- Supervise, train, coach, guide, and evaluate the performance of assigned staff.
- Establish and maintain cooperative, open, and productive working relationships with county staff, school district personnel, law enforcement, and public/private entities.
- Prepare clear, comprehensive reports, grant applications, and official board documents.
- Present to large and diverse public audiences using technology.
- Demonstrate sensitivity to and understanding of the diverse academic, ethnic, socio-economic, cultural, disability, and gender backgrounds of students and staff.
- Travel to various locations within and outside of the county, using personal vehicle, if necessary.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and determining the use of funds. There is continual opportunity to impact the Organization’s services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing, balancing, stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking, and 40% standing, flexible hours including evenings/weekends, frequent regional travel to external sites, a generally hazard-free environment, and a clean atmosphere.

Education Required:

- Valid California Administrative Credential.
- Master’s degree in Education, Public Administration, or a closely related field preferred.

Experience Required:

- Five (5) years of certificated administrative experience in an educational setting required.
- Two (2) years of direct supervisory experience managing, evaluating, and training staff required.
- Experience overseeing after-school/expanded learning programs, youth prevention networks, or school safety resources preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.

FLSA Status: Exempt October 2026

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.