

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Senior Director, Migrant Education**

**Purpose Statement**

The job of Senior Director, Migrant Education is done for the purpose/s of directing assigned programs and services for migrant educational services in Region IX; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines for 42 school districts in two counties and serving as a member of the leadership team.

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**Essential Functions**

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining Migrant Education Program's services.
- Directs department operations; the maintenance of services and implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates migrant services (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of ensuring compliance with service agreements, state and federal regulations and regional policies.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages a wide variety of programs (e.g. out of school youth, parent involvement component, school readiness, etc.) for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees health and support services to migrant students for the purpose of ensuring processes and procedures are within guidelines and requirements to enable students to succeed in school.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, local universities, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents a wide variety of topics related to administrative responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing action for the Migrant Educational Program etc.

- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises staff development activities for migrant-funded personnel for the purpose of improving skills in services to migrant students and their families.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; planning agendas/meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; and concepts of grammar and punctuation; accounting/bookkeeping principles; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; knowledge of community resources; office application software; practices of personnel administration.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of significant resources

from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing**

**Certificates**

Administrators Credential  
Driver's License & Evidence of  
Insurability

**Continuing Educ./Training**

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance  
Proof of physical examination including TB  
Screen

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 53

**SLT Approval Date:** October 11, 2016