

JOB DESCRIPTION
San Diego County Office of Education

Manager, California Community Schools Partnership Program

Purpose Statement

The Manager, California Community Schools Partnership Program (CCSPP) develops, implements, and monitors CCSPP grant services and programs, approves CCSPP grant expenditures, and ensures compliance with all CCSPP grant reporting requirements. In addition, the manager develops, implements, and evaluates individualized student support programs and services for all Juvenile Court and Community School (JCCS) students, and facilitates services to JCCS families to create effective supports to improve student outcomes and opportunities.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Develops, implements, and coordinates all student services developed under the CCSPP grant for the JCCS Program.
- Approves expenditures and monitors budgets to ensure that approved expenses are in compliance with grant funding requirements and local, state, and federal regulations.
- Plans and leads stakeholder meetings with internal and external personnel, including other administrators, auditors, public agencies, community members, and public defenders for the purpose of implementing and/or maintaining grant and program services for JCCS students, parents, and families.
- Prepares and delivers audit and monitoring reports to ensure reporting compliance as required by grant providers, the San Diego County Office of Education, contracts, and other state and federal regulations.
- Collaborates with JCCS senior leadership to plan, design, implement, and manage programs for all students for the purpose of ensuring a coordinated court and community effort for admissions, placement, exit, and transition processes for students.
- Designs, plans, selects, and implements transition plans and protocols to support student transition in response to state legislation requirements for court school implementation (AB2276); coordinates and facilitates trainings, workshops, and seminars to facilitate implementation for staff, school districts, and partner agencies.

- Designs, plans, selects, and implements college, career, and citizenship readiness experiences, including workshops, internships, field experiences, volunteer opportunities, concurrent college enrollment, financial aid, and scholarship completion; coordinates and facilitates trainings, workshops, and seminars to facilitate implementation for staff, students, and parents.
- Coordinates activities with a variety of outside services agencies, school sites, etc. for the purpose of providing referrals and supports for JCCS families and/or students.
- Designs and implements learning opportunities for parents and staff for the purpose of enhancing home-school communication and collaboration.
- Serves on a variety of committees (e.g., School Site Council, District English Learners Advisory Committee, District Parent Advisory Council, JCCS Leadership Team, etc.) for the purpose of assisting and/or presenting up-to-date information regarding student support and family involvement Programs for JCCS students.
- Compiles and analyzes data from a variety of sources (e.g., student information system, CALPADS, college readiness, parent surveys, etc.) for the purpose of developing and/or evaluating programs and/or complying with financial, legal, and/or administrative requirements, and recommends program enhancements and changes to improve student outcomes and opportunities.
- Coordinates student supports through Personalized Learning Plans (PLP) for the purpose of ensuring district objectives are achieved and resources are effectively utilized to ensure high school completion and post-secondary options; evaluates programs and/or projects, including University of California requirements, online learning, and credit recovery, for the purpose of providing effective and compliant services that support student learning objectives.
- Leads team operations, and 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.
- Participates in and/or facilitates meetings, workshops, and seminars for the purpose of conveying and/or gathering information, identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
- Researches and responds to all inquiries for the purpose of providing information on student support and family involvement services for JCCS students.
- Trains support staff on programs, services, technology, and proper procedures for the purpose of managing and improving individual student learning plans and family involvement.
- Supervises and evaluates the work of assigned staff members.

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

Knowledge and Abilities

KNOWLEDGE of:

Principles and practices of organization and administration of grant-funded programs;

Community resources specializing in services supporting at-risk youth;

Applicable state and federal laws, regulations, and SDCOE policies;

Budget preparation and monitoring;

Staff development and training methods;

Record-keeping, reporting, input, and data retrieval procedures for data management systems, and physical filing systems.

ABILITY to:

- Schedule a significant number of activities, meetings, and/or events;
- Gather, collate, and/or classify data;
- Work effectively with a significant diversity of individuals and/or groups;
- Work with data of varied types and/or purposes;
- Maintain confidentiality;
- Establish effective relationships with internal and external partners;
- Adapt to changing work priorities;
- Work with high accuracy and attention to detail;
- Meet assigned deadlines and schedules;
- Work as part of a team;
- Model empathy and sensitivity while working collaboratively with diverse groups and individuals.

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, some stooping, kneeling, crouching, and/or crawling, and significant fine-finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment. Job duties may be adapted to accommodate individuals with disabilities.

Experience: Five (5) years of increasingly responsible experience involving direct work with student and/or family involvement programs and support, including at least two (2) years of supervisory experience.

Education: Bachelor’s degree in psychology, communication, education, or related field.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in psychology, communication, education, or related field, and five (5) years of increasingly responsible experience involving direct work with student and/or family involvement programs and support, including at least two (2) years of supervisory experience.

Required Testing

N/A

Certificates

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

FLSA State: Exempt
Salary Range: Classified Management, Grade 044
Established: 07/2021
Approved by Personnel Commission: July 21, 2021
Revised: N/A