

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

**Senior Manager, Student Services and Programs**

**Purpose Statement**

Under administrative direction, the Senior Manager, Student Services and Programs, is responsible for providing operational support and assistance with management of programs for non-instructional operations; responsible for supervising, planning, and providing grant management support; monitoring related activities within the departments to ensure efficiency and accuracy of program deliverables; training, supervising and evaluating the performance of assigned staff.

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**Essential Functions**

- Collaborates and supports in coordinating non-instructional activities related to Student Services and Programs (e.g. operational program support, grant management, etc.) for the purpose of monitoring day-to-day activities for achieving division goals and functions.
- Assists departments with the assessment of departmental priorities and objectives and makes action recommendations to the department head or assigned designee.
- Manages and supervises staff with the development and submission of grant applications and opportunities based on the County Office's needs in support of the strategic goals and to assist realize shared vision.
- Prepares and researches grant proposals for the purpose of providing written references and supporting materials for obtain funding for services and programs.
- Researches funding opportunities and leverages partnerships for successful proposals.
- Compiles and analyzes national, state and district level data, trends, and policies related to school culture and climate.
- Plans, leads and facilitates meetings, workshops and seminars for the purpose of serving as a member of special committees and conveying and/or gathering information required to perform functions.
- Coordinates and/or supervises the activities of personnel involved in the development and implementation of special projects.
- Acts as liaison between the County Office of Education and other agencies for the purpose of facilitating access to resources concerning underserved students.
- Confers with senior leadership or assigned designees to determine uniform departmental policies and operating procedures and coordinates implementation.
- Develops the operating budget for program-specific special projects.
- May prepare and administer contracts and amendments.
- Trains and supervises assigned staff for the purpose of evaluating the performance of assigned staff and ensuring necessary department/program outcomes are achieved in a timely and efficient manner.

## **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 utilizing pertinent software applications;

Planning and managing projects and programs;

Overseeing program financial activities;

Developing effective working relationships;

Preparing and maintaining accurate records;

Administering personnel policies and procedures;

Program evaluation and assessment techniques.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions;

Concepts, principals, and practices of grant development, writing, and acquisition;

Resource development;

Budget development and fiscal analysis;

Project management;

Federal, state, and local regulations to grant funded programs;

Criteria for successful proposals;

Applications of computer systems for budget, grant funding and development;

Analyze situations to define issues and draw conclusion;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting;

### **ABILITY to:**

Supervise and/or direct the work of staff;

Independently research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems;

Prepare, negotiate and administer contracts;

Research, compile and analyze statistical and other complex data;

Write complex reports in a logical, comprehensive, concise manner; prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions;

Exercise initiative;

Facilitate meetings with stakeholders;

Acquire subject matter expertise in program specific special projects;

Initiate and develop efficient, cost-effective policies;

Prepare reports and present ideas orally and in writing;

Flexibility is required to independently work with others in a wide variety of circumstances;

Work with data utilizing defined but different processes;  
Operate equipment using standardized methods;  
Ability to work with a significant diversity of individuals and/or groups;  
Work with a variety of data;  
Utilize job related equipment;  
Independent problem solving is required to analyze issues and create action plans.

**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. The job generally requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Five (5) years of significant directly related and progressively experience in school administration, organizational leadership and/or business operations, including two (2) years of experience in a position requiring supervision of assigned staff. Experience must include direct grant research, writing and evaluation, budgets, managing multiple projects, and supervision of assigned staff. Experience working at or with K-12 schools and districts, including alternative education programs.

**Education:** A Bachelor’s degree in business, public administration, finance or related field.

**Equivalency:** A combination of education and experience equivalent to a bachelor’s degree in business, public administration, finance or related field and five (5) years of significant directly related and progressively experience in school administration, organizational leadership and/or business operations, including two (2) years of experience in a position requiring supervision of assigned staff. Experience must include direct grant research, writing and evaluation, budgets, managing multiple projects, and supervision of assigned staff. Experience working at or with K-12 schools and districts, including alternative education programs.

Required Testing  
N/A

Certificates  
Valid California Driver’s License

Continuing Educ./Training  
N/A

Clearances  
Criminal Justice  
Fingerprint/Background Clearance  
Drug Test  
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 047

**Personnel Commission Approved: October 16, 2019**

Revision: N/A