



JOB DESCRIPTION

Position Code: 293
Management Group: SJAA
Salary Range: 21
Work Days: 225
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POSITION TITLE: Program Manager Title I

DEFINITION: Responsible for the administration, under Director of Student Learning Assistance, for Title I program and services of the District, and other special projects as assigned. Responsible for the compliance of all state and federal program components and the fiscal audit compliance requirements for all state and federal programs.

DIRECTLY RESPONSIBLE TO: Director, Student Learning Assistance

SUPERVISION OVER: Certificated and classified personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Monitors district state and federal programs to ensure compliance and reporting requirements are met. Disseminates information and assists school sites in budget development and implementation.
2. Maintains knowledge of legislation, regulations, compliance, and reporting requirements for state/federal programs.
3. Responsible for researching, preparing and submitting grant funding guidelines and proposals for special projects in the area of responsibility.
4. Interprets and adheres to all district, state and federal laws, policies, regulations, and directives as they pertain to state and federal programs.
5. Designs informational material and provides reports and presentations on state and federal programs.
6. Prepare district, state and federal reports as required. Monitors and evaluates Local Educational Plan (LEA). Responsible for reports to advisory committees as necessary.
7. Provides coaching to principals of Title I schools as assigned.
8. Supervise, coordinate and evaluate the performance of assigned staff. Serves as liaison between the district, USDE, CDE, and other funding agencies.
9. Organize and collaborate with all required community and parent advisory groups. Responsible for disseminating relevant and pertinent information to staff and to the public, regarding state and federal programs and compliance.
10. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Must possess a valid California Teaching and Administrative credential; Master's degree is preferred; supervisory and administrative experience with state and federal programs.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of planning, organization and direction of state and federal programs
- Knowledge of budget preparation and control
- Knowledge of oral and written communication skills
- Knowledge of principles and practices of management, laws, codes, regulations, policies and procedures
- Knowledge of curriculum development and standards based instruction

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical mental and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally to attend conferences, seminars, and/or trainings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/25/2010
Revised: 5/15/2019