



SJCOE
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Job Description

POSITION TITLE:	Program Manager I Head Start Family & Community Engagement Specialist Head Start San Joaquin Educational Services	#6093
SALARY PLACEMENT:	Management Salary Schedule Range 8	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree in social work, sociology, psychology, behavioral science, counseling, or closely related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of experience in family and community partnership services in a multi-disciplinary setting, including at least two year’s experience in administering or coordinating comprehensive family and community partnership programs or social work departments in a Head Start or Early Head Start program or similar agency providing services to families in poverty. Possess a Master’s Degree in social work or other closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state, and federal regulations; methods in assessing and evaluating the quality and delivery of family and community partnership services; human development with an emphasis on social and emotional development in infancy, childhood and adolescence; ethics in relation to child and family and community partnership; staff development and in-service methods and techniques; family and community partnership curriculum; community resources including family support services, emergency and crisis services, and child protective services; cultural differences that influence parenting skills and family environments; data collection techniques; and operations of applicable computer hardware and software as related to report writing, record keeping and analysis.

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under the direction of the Head Start Director, monitors, assesses, and advises the SJCOE Head Start Grantee Program and its partner agencies in the application of and compliance with local, state, and federal regulations in the delivery of family and community partnership services for children and families enrolled in the Early Head Start and Head Start program.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students,

- and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
 3. Supervise and evaluate staff.
 4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
 5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
 6. Communicate effectively both orally and in writing.
 7. Analyze situations accurately and adopt an effective course of action.
 8. Establish and maintain cooperative and effective working relationships with others.
 9. Work independently with little direction.
 10. Meet schedules and time lines.
 11. Prepare reports as needed for program.
 12. Oversee and manage budgets.
 13. Monitors and evaluates program services related to family and community partnership.
 14. Provides input to the revision of annual family and community partnership plans.
 15. Reviews family and community partnership service plans of partner agencies and monitors the implementation of program goals and objectives for compliance with local, state, and federal regulations.
 16. Monitors partner agencies to ensure family and community partnership confidentiality criteria is adhered to.
 17. Reviews and recommends for approval partner agencies staff development and in-service training programs related to family and community partnership services.
 18. Advocate for children with family and community partnership problems.
 19. Develop informational materials for assigned partner agencies use in work related to cultivating family and community partnership on behalf of children.
 20. Provides family and community partnership staff with support materials and resources.
 21. Reviews and keeps staff current on requirements of local, state, and federal laws, rules and regulations.
 22. Gathers data for program reports from partner agencies as related to program requirements.
 23. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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