



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I, Family Engagement Specialist Venture Academy County Operated Schools and Programs</b>	<b>#6300</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 8</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Venture Academy administration, the Family Engagement Specialist will provide support services for students and their families and serve as a liaison between parents, students, and Venture Academy.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's degree in social work, sociology, psychology, behavioral science, counseling, or closely related field or 3 years' experience in the same fields or in an educational setting.

### **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 years' experience in administering or coordinating comprehensive family and community partnership programs in an educational setting. Possess a Master's degree in social work or other closely related field. Bilingual in Spanish.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- report writing, recordkeeping, and analysis
- 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 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

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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

**DISTINGUISHING CHARACTERISTICS:**

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

**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 timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work directly with students who are disengaged with school and provide support to the students and their families.
14. Foster parent involvement in educational activities. Assists parents and/or students with a variety of activities (e.g., completing forms, providing transportation, moral support, etc.) for the purpose of meeting the academic and social needs of students.
15. Confer with students, parents, district personnel and community members for the purpose of gathering and conveying information regarding student activities and process.
16. Assist in coordinating and facilitating parent meetings (e.g., contacting parents, phone calls, fliers, etc.) for the purpose of encouraging parental support and involvement in the program.
17. Provide parents and students with referrals (e.g., medical/clinic appointments, student eyeglasses, clothing, books, etc.) for the purpose of fostering community resources and developing reference lists of available community resources.
18. Report incidents and observations (e.g., suspected child abuse, suspected substance abuse, etc.) for the purpose of maintain students' safety, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.
19. Support School Site Council and District English Learner Advisory Committee by supporting parent participation.
20. Contribute to Venture Academy Title 1 compliance including parent involvement.
21. 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, 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.