



Job Description

POSITION TITLE: Program Manager I #6005
Migrant Education
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 8

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree. Previous experience in program evaluation and data collection. Knowledge of the workings of secondary education programs and college education readiness.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working with educational agencies, schools districts, colleges, and the community. Knowledgeable about the migrant lifestyle. Fluent in Spanish in the areas of reading, writing and speaking. Experience in supervising and evaluating staff.

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:

Bilingual in English and Spanish. Knowledge of migrant family lifestyles and their needs. Possess an understanding of federally funded programs such as Migrant Education.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Migrant Director and the Assistant Superintendent for Curriculum and Instruction coordinates services to eligible migrant children and their parents. Coordinates and assists with parent meetings and parent participation in conferences, meetings, education trainings, and events. Coordinates Health, Out-of-School Youth, and Identification and Recruitment component services for the region. Supervise, train and evaluate staff that work in the component areas. Prepare, provide, and present information to districts, parents, and the public in English and Spanish.

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. Prepare and disseminate written communication in English and Spanish.
14. Assist in a wide variety of educational and community activities for all components of the Migrant Education program at SJCOE.
15. Assist in ensuring that services and/or referrals are provided to identify migrant parents and students.
16. Coordinate the participation of migrant parents and staff for Parent Advisory Committee meetings, conferences, and education events.
17. Coordinate the Health component for the region including supervising and evaluating Support Service Facilitators, collecting health services data, and monitor health services for the region.
18. Coordinate the Identification and Recruitment (ID & R) component for the region and serve as the main reviewer of certificates of eligibility, coordinate rolling re-interview process including training staff, collecting documentation and data for the process and submitting data to the state, and follow up with the corrective process as needed.
19. Coordinate the Out-of-School Youth (OSY) component for the region.
20. 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.

5/3/2017 sc

4/17/2018 sc