



# Job Description

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**POSITION TITLE:** Program Manager II, Technology #6255  
STEM  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 9

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**SUMMARY OF POSITION:**

Under direction of the Coordinator IV for Educational Technology and Engineering Design, the Division Director of STEM and the Assistant Superintendent of Educational Services, conducts on-site and off-site education programs for San Joaquin County Office of Education (SJCOE) FabLab, helps schedule and prepare field trips, and maintains the SJCOE FabLab and its equipment, and oversees program administration in Coordinator IV's absence.

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

Possess a Bachelor's Degree with a teaching/education or technology related work background. Experience with technology and associated tools.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid California Teaching Credential. Possess a valid California Administrative Services Credential and/or Master's Degree in an educational or related field. Bilingual in English/Spanish. Experience with coding, manufacturing, or engineering. Possess educational technology certifications i.e., Google, Apple, Microsoft, etc.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- technology (such as robotics, laser cutting, video production, microcontrollers, and other maker space technology, trouble shooting, and both industry (Swift, python, SQL, etc.) and educational (MakeCode, Scratch, etc.) programming languages

Ability to:

- make decisions and solve problems effectively and efficiently
- lead adults and students in engaging, hands-on technology, building, and computer science experiences
- plan, coordinate, STEM education programs designed for students in grades K-12
- be flexible and receptive to change
- speak and make presentations before large groups of people
- operate a computer
- provide instruction, leadership, and guidance to participating teachers and students

Possess:

- a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be 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 county office programs, 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. Assume responsibility for planning, implementing, and evaluating technology, engineering, and computer science education curriculum for assigned site(s).
14. Procure, develop, and maintain materials, equipment, records, and supplies.
15. Develop and implement procedures for the health, safety, discipline, and conduct of pupils.
16. Provide leadership in emergency situations.
17. Provide technology support for participants.
18. Operate, maintain, and manufacture with SJCOE equipment, which includes, but is not limited to, 3D printers, laser cutters, soldering irons, CNC mills, circuit boards, and sewing machines.
19. Engineer, build, and program computers, robots, and other technology.
20. Manufacture stickers, toys, and other instructional tools.
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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.