



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager III, Student Events Student Activities and Events Educational Services</b>	<b>#6247</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 10</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services and the Director of Arts and Student Activities and Events the Program Manager of Student Activities and Events will support the implementation and continuance of the existing Programs to include: County Spelling Bee, State Spelling Bee, Academic Decathlon, Academic Pentathlon, Mock Trial, Elementary, Middle School and High School Science Olympiads, State Science Olympiads, Pinnacle recognitions as well as all arts and music in school events and activities within the Arts and Student Events Departments.

### **MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:**

Possess a High School diploma or equivalent and experience that demonstrates an expertise working with educational organizations and/or business and industry. Experience in student events and academic competitions.

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

One to two years of experience working in developing and managing student programs. Possess an Associates of Arts degree and/or a Bachelor's Degree.

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

#### *Knowledge of:*

- assigned software
- Spelling Bees
- Academic Decathlon
- Academic Pentathlon
- Mock Trial
- Science Olympiads both at regional and state level competition

#### *Ability to:*

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- supervise and train staff
- run and troubleshoot three different scoring programs for different academic competitions
- plan, develop, implement, and fiscally monitor multiple budgets
- communicate and integrate programs effectively with other members of the Education Services Department as well as parents, coaches, administrators, and students

#### *Possess:*

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

- extensive work experience in supporting and coordinating student events and academic competitions
- 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:**

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program, students, and staff.
3. Supervise and train 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. Assist in the facilitation and coordination of the Student Events Office.
14. Assist in the recruitment of qualified teachers, coaches, event managers and volunteers.
15. Assist in the organization and implementation the County Spelling Bee, State Spelling Bee, Academic Decathlon, Academic Pentathlon, Mock Trial, Elementary, Middle School and High School Science Olympiads, State Science Olympiads, and Pinnacle recognitions as well as artists and music in schools.
16. All other duties as assigned.

**PHYSICAL REQUIREMENT:**

Employees in this position must be able 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 visual 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 in an educational and standard office environment. Employees may come in direct contact with parents, students, SJCOE and school district staff, outside agency staff and the public.