



SJCOE
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Job Description

POSITION TITLE: Program Manager III, Program Compliance #6240
Venture Academy Family of Schools
County Operated Schools and Programs
(GRANT FUNDED)

SALARY PLACEMENT: Management Salary Schedule
Range 10

SUMMARY OF POSITION:

Under the general direction of the Division Director of Venture Academy Family of Schools, the Program Manager III will budget, track, and monitor spending of Title I funds, ensuring compliance with federal and IDEA monitoring. The Program Manager III will also budget, monitor, and report the schools Food/Nutrition program and ensure that all compliance reports and documents are aligned, and assist Venture administration in monitoring budgets to ensure expenditures align with the Local Control Accountability Plan and follow all federal and state guidelines and coordinate and assist in compiling and monitoring data.

MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:

Possess a Bachelor's Degree. Experience working in a related field.

DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Masters Degree and working knowledge of Title I funding and Local Control Accountability Plan. Three years of experience working in a related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- state and federal educational accountability system
- current California student assessment programs
- working with data in an educational setting
- how a school/site enters and exits differentiated assistance

Ability to:

- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- supervise, lead, and evaluate staff
- oversee and manage budgets

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:

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 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. Align all expenditures with Title I, LCAP and Charter laws requirements.
14. Assist in compiling and interpreting data results.
15. Interpret data results from state and federal intervention tools.
16. Provide technical assistance regarding state and federal assessment programs.
17. Collaborate with other Venture administration and school staff to analyze data, create, and monitor an improvement plan and assistance for site/school.
18. Assist in coordinating all Venture Academy's student assessment responsibilities.
19. Provide site/school with information regarding the interpretation of their student data.
20. 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 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 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.