



Job Description

POSITION TITLE: Program Manager III, Program Support #6121
Teachers College of San Joaquin
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 10

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in an education related field. Five or more years of training/teaching experience in a K-12 school and/or district-level position. Working knowledge of professional development, teaching strategies, curriculum development and educational technologies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. 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. Ability to advise and support candidates, faculty and staff at Teachers College of San Joaquin (TCSJ). 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.

UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrate knowledge related to Career & Technical Education program requirements and initiatives. Demonstrate knowledge of computer, video, communication, web-based technologies, curriculum design and working knowledge of instructional design and assessment practices. Demonstrate the ability to effectively educate and mentor technology users.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Division Director/President of the Teachers College of San Joaquin, the Program Manager III will provide advisement and support for the Career & Technical Education (CTE) Credential program. The Program Manager III will collaborate with TCSJ staff, faculty and students, as well as surrounding districts in the implementation of the CTE program. In addition, the Program Manager III will be responsible for working with staff, faculty and students in the development of and implementation of appropriate educational technologies needed within the TCSJ environment.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program, staff and students.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff developments, 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. Ability to assess technology skill levels from candidates, faculty, and staff.
13. Serve as an advisor in the development of technology use within TCSJ programs.
14. Serve as an advisor in the implementation of the CTE Credential program.
15. Develop and disseminate materials to use in outreach efforts.
16. Continue to stay current with technology trends and maintain needed professional development.
17. Continue to stay current with Career & Technical Education initiatives and maintain needed professional development.
18. 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

12/11/2017 sc