



## Job Description

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**POSITION TITLE:** Program Manager III #6097  
Head Start Governance Specialist  
Head Start San Joaquin  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 10

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

Possess a Bachelor's degree with major coursework in business administration, public administration, the behavioral or social sciences or closely related field.

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

Five years of experience in assessing information and making recommendations on program management and organizational development, including two years of experience working with social services non-profit governance bodies. A Master's degree or equivalent and/or Program Director Child Development Permit.

**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. Knowledge of program evaluation and data collection. 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:**

Knowledge of state and federal laws and regulations governing Head Start and Early Head Start program governance and parent involvement; parliamentary procedures and open meeting law; models and formal structures for shared governance; principles and practices of shared decision making; techniques and methods of parent involvement; techniques and methods in assessing and evaluating program governance and parent involvement; staff development and training methods and techniques; computer hardware and software; and principles of implementing diversity in the workplace. Coordinates an agency-wide system of shared governance in supporting the implementation of quality services to children and families.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of the Head Start Director, monitors and assesses program processes and effectiveness in governance and parent involvement for the Head Start and Early Head Start grantee and educational partners.

**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. Collects and analyzes monitoring reports from educational partners on governance and parent involvement.
14. Aggregates findings from monitoring and self-assessment reports.
15. Provides technical assistance in areas of governance and parent involvement.
16. Maintains governance management data system.
17. Conducts self-assessment reviews and monitoring visits to gain first-hand knowledge of governance and parent involvement.
18. Attends agency Parent Advisory Committee meetings and provides preliminary reports on potential areas of non-compliance.
19. Assesses the effectiveness of the implementation of governance parent involvement work processes of partner agencies.
20. Monitors and ensures the activities of the Grantee Policy Council and governing body in shared governance comply with policy and procedures.
21. Proposes developmental areas for guidance, training, and technical assistance that reflect findings on ways to enhance governance and parent involvement.
22. Reviews funding applications to verify program governance and parent involvement practices in delegate partner agencies.
23. Plans and coordinates special events to improve communications between partner agencies and grantee.
24. 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 office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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