



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager III, Student Services Venture Academy Family of Schools County Operated Schools and Programs</b>	<b>#6170</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 10</b>	

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### **SUMMARY OF POSITION:**

Under the general direction of Venture Academy Administration, independently perform a variety of technical recordkeeping duties in the preparation, modification, updating and maintenance of a variety of records and files for Venture Academy Family of Schools students; provide a variety of student attendance accounting and record-keeping services. Manages CALPADS requirements in accordance with the California Department of Education (CDE) and student information systems for Venture Academy Family of Schools. Provide assistance to users in identifying requirements and resolving data related needs and problems. The position is responsible for providing a high level of management and technical expertise in the area of systems operation, maintenance, security, reporting, data analysis, school recordkeeping. Coordinate various compliance reports and/or trainings for Venture Academy Family of Schools. Monitor, process and prepare state and federal reports for Venture Academy Family of Schools. Establish procedures and assist in all aspects for Venture Academy Family of Schools Student Services Staff. Utilize independent judgment and problem-solving skills in relation to assigned areas of responsibility. Meet regularly with the COSP Director of Student Services to ensure all compliance documents, submissions, etc. are completed.

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

Possess a Bachelor's Degree or comparable combination of experience, education, and training in an educational environment or related fields may be considered.

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

Experience in maintaining individual-level data including student demographics, course data, discipline, student records, assessments, and other data for State and Federal reporting. Experience working in student services for a school district or county office of education in the areas of attendance and enrollment. Five years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in a school setting. Experience with student information systems used in California Educational Agencies. Experience with various software products used for analysis, data integration and reporting. Experience working with large relational databases designed for both transaction processing and complex reporting.

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

#### *Knowledge of:*

- assigned software

#### *Ability to:*

- delegate and hold accountable those responsible for carrying out the policies and procedures
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

- interpret and explain technical concepts to non-technical people
- develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of data
- manage data for the Venture Academy Family of Schools' student information systems

*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.

**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. Check and verify student data for accuracy and completion.
14. Communicate with staff to obtain and verify Student Information System (SIS) and other data.
15. Review state reports and custom data reports for various departments from the databases.
16. Maintain up-to-date knowledge of SIS requirements for the purpose of maximizing service.
17. Assist in coordinating the planning, implementation, and maintenance of computerized student information, including State Mandated Tests, Pathways, CALPADS, and other assigned systems; and provide related technical assistance to staff.
18. Work with staff to assist in assigned activities related to student enrollment procedures, pre-enrollments, student attendance categories, transcripts and/or program components including but not limited to compliance, critical timelines, student dropouts, and graduation rates for the purpose of ensuring compliance with legal and/or administrative requirements.
19. Establish standards for change and requirement management communication and engagement with program stakeholders including public agencies, private entities engaged in education policy and/or service, private commercial vendors, and value-added partners to K-12 education.
20. Monitor system performance benchmarks.
21. 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.

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