**Fremont Union High School District ✦ FUHSD Adult School**

**Position: Manager of Program & Partnership Development**

**Work Year: 246 days / 12 months**

FUHSD Adult School

**Summary of Basic Functions & Responsibilities**

Under the Principal's supervision, the Manager of Program & Partnership Development oversees fee-based and workforce pathway programs, driving growth and impact on the community. Responsibilities include leading team members to meet the needs of students and staff, develop strategies to acquire and sustain partnerships, support student transitions to college or careers, address service gaps, and enhance outreach efforts. Work effectively with people from diverse cultures and with a range of language abilities.

**Essential Duties & Responsibilities**

*Incumbents may perform any combination of the essential functions shown below. This description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements.*

- Facilitate the development of workforce initiatives including internships, student recruitment into workforce programs, and the career development components of the school's IET programs.
- Supervise and evaluate assigned programs and personnel related to the functions and operation of the school's programs.
- Assist in the development and monitoring of partner opportunities by fostering collaborative partnerships with businesses, nonprofits, and other entities as a member on regional advisory committees, consortium teams, and other project groups.
- Conduct research of labor markets, competitors' prices, and model programs to support new opportunities and growth into new markets.
- Assist in the creation, acquisition, implementation, and evaluation of specially funded projects.
- Assist in the management of marketing campaigns, publications, and communications between the school and community.
- Assist assigned program personnel in gathering data related to students' and partners' interest in programs, courses, and pathways.
- Organize and facilitate staff training related to grant reporting, marketing efforts, data collection, safety, scheduling, and other topics as assigned.
- Facilitate the development of the master schedule and the coordination of school facility use, including locating facilities to support new classes or programs.
- Assist in the assessment, management, and monitoring of the school budget.
- Assist in the administration of custodial functions and the general operations of the school.
- Support the school and district as a representative on assigned teams, including safety and emergency response planning committees, facilities management, technology, testing, and others as assigned.

- Work a year-round school schedule, including one or more evenings per week to support evening and summer programs.
- Perform other duties as assigned.

**Required Skills/Abilities**

- Passion for the school's mission and a commitment to making a positive impact through partnerships, developing pathways to college and career, and enrollment growth.
- Strategic thinker with strong analytical and problem-solving skills, able to identify opportunities and develop innovative strategies to achieve program growth.
- Demonstrated professionalism and ability to sustain relationships with diverse stakeholders.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Exceptional organizational and project management skills, with the ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines.
- Well-developed verbal language, writing, and proofreading skills to prepare professional reports, grant proposals, contracts, marketing collateral, and other communications with accuracy.
- Well-developed human relations skills to make formal presentations and facilitate group training to audiences with diverse backgrounds.
- Requires the ability to assess programs and procedures and initiate modifications.
- Accomplish department goals and annual school plans as they are assigned to the position.
- Extract data from information systems using various query tools.
- Understand, interpret, and apply District and State laws, regulations, and policies.

**Required Education/Experience**

- Bachelor's degree in a relevant field
- Five years experience of program management, teaching, or leadership in adult or secondary education levels, or a related entity.
- Prior experience with increasing community engagement by working with partners to develop programs to meet the needs of students and/or regional employers.
- Prior experience writing grant proposals, memoranda of understanding or other contracts, and marketing materials.

**Licenses and Certificates**

- A valid driver's license and/or the ability to provide their own transportation in conduct of work assignments, including events off-site.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

- Preferred, a valid Administrative Services credential or similar.

**Working Conditions**

- Environment: Indoor, office setting with frequent interruptions. Occasional public contact with emotional, dissatisfied, or demanding individuals.
- Physical Requirements: Hearing and speaking to exchange information and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; ability to transport self to other sites, events, or meetings in the region.

*Approved by the FUHSD Board of Trustees at their regular meeting on May 11, 2025*.