

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Student and Family Services Program Manager

Classification: Management

FLSA: Exempt

Reports to: Assigned Supervisor

Range: Classified Management

EDUCATION AND EXPERIENCE

BA degree from an accredited college or university and/or four years of increasingly responsible experience in administrative, supervisory or management positions involving planning and preparation of educational programs.

Licenses and other Requirements:

Valid California Driver's License

SUMMARY

Under the direction of an assigned supervisor, coordinate, manage the development and implementation of the District Expanded Learning Program goals, objectives, policies and priorities.

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

- Assist with the management, supervision, and implementation of the District Expanded Learning Program goals, objectives, policies, and priorities for each assigned school site.
- Assist with student and staff placement and/or site development; monitor program attendance and student-adult ratio to modify available programs, services and/or technical assistance.
- Collaborate with site administrators and other personnel to ensure programs comply with licensing requirements, state and federal laws, rules and regulations; collect and prepare program data and submit for state and federal grant funding; monitor expenditures and attendance earnings to ensure adequate grant funding.
- Communicate with district employees, students, parents and outside agencies to coordinate activities, exchange information and resolve issues or concerns; collaborate with non-profit organizations and vendors as assigned.
- Compile information, prepare and maintain a variety of records, reports and files related to program functions, students, financial activity, correspondence, purchases, staff and assigned duties.
- Assist with the management, coordination and evaluation of the daily activities of the District Expanded Learning Programs.
- Oversee the District extracurricular, recreational and educational program activities, as it relates to the Expanded Learning Programs.
- Select, train, motivate and evaluate personnel.
- Organize and oversee public relations functions including the preparation of newsletters and other written materials; coordinate promotional events.
- Assist with the development and maintenance of the program budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Coordinate various outside organizations related to field trips and other program activities; prepare purchase orders for field trips, transportation and other expenses;

Expanded Learning Program (ELP) – Continued

- Conduct on site visitations on a regular basis to coordinate and review the program operations; analyze effectiveness, assuring compliance with rules and regulations; provide assistance to site staff to resolve problems.
- Assure the maintenance of all program equipment; schedule repairs of equipment through district or outside sources.
- Prepare and maintain a variety of records and reports related to program activities, personnel, budget, supplies, meetings, curriculum and operations; review time sheets, financial statements, inventory and costs control records, operating reports and other documents to assure accuracy and completeness.
- Assist with coordinating and conducting meetings, in-services and workshops related to program activities; prepare and make informative presentations concerning District Expanded Learning Program operations.
- Work a flexible schedule, including evening and weekends as required by program demands.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Operations, organization, policies, and objectives of assigned state and/or federally funded programs.
- Subject matter and curriculum planning for District Expanded Learning Programs.
- Budget planning and management
- Principles and practices of supervision, evaluation for site leads, and professional development
- Applicable laws, codes, regulations policies and procedures
- Effective written and oral communication
- District organization, operations, policies and objectives
- Effective record-keeping and report preparation techniques
- Technology and assigned software

Ability to:

- Coordinate, manage and evaluate the daily activities and structures of the District Expanded Learning Programs.
- Work confidentially and with discretion, follow appropriate policies pertaining to student and staff records
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Interpret, apply and explain rules, regulations, policies and procedures
- Prioritize and schedule work
- Work independently with little direction
- Maintain attendance, records, and prepare reports in alignment to assigned state and/or federally funded programs.
- Operate a computer and assigned software
- Drive vehicle to conduct work
- Apply integrity, good judgement, and trust in all situations

Expanded Learning Program (ELP) – Continued

WORKING CONDITIONS

Environment:

Office, school sites, and outdoor environments.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard. Sitting, walking, and/or standing for extended periods. Bending at the waist, kneeling; climb or balance, and/or crouching to assist students. Eyesight, corrected or uncorrected to read a variety of materials and monitor student activities. Hearing and speaking to effectively exchange information across various platforms. Must frequently lift, push, pull and/or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.