COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: PROGRAM MANAGER

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, plan, organize, manage, and oversee curriculum development, facility coordination, and instructional activities in support of ROP programs and services; coordinate activities, communications, resources, and information between ROP personnel and school personnel to assure smooth and efficient instructional operations and activities; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, manage, and oversee curriculum development, facility coordination, and instructional activities in support of ROP programs and services; participate in the development and implementation of educational and career and technical education courses offered by ROP; coordinate facilities for ROP classes and other activities.

Coordinate activities, communications, resources, and information between ROP personnel and local school districts, organizations, and the community to assure smooth and efficient instructional operations and activities; prepare and deliver oral presentations to promote ROP career and technical education and educational programs and services; serve as an informational resource.

Supervise the performance of faculty and other assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules and assign duties.

Visit various ROP sites to monitor and evaluate instructional programs and services to assure compliance with established goals, procedures, guidelines, and regulations; evaluate the effectiveness of instructional programs and services; assist in the implementation of instructional and curriculum modifications as appropriate.

Confer with teachers concerning curriculum development, instructional strategies, and budget allocations; respond to inquiries and provide information concerning instructional programs and services offered by ROP; evaluate teacher performance and provide training to teachers concerning proper instructional techniques and procedures; assure teachers have proper credentials.

Provide technical expertise, information, and assistance to the Director of Education Services regarding instructional programs, curriculum development and faculty; advise the Director of Education Services of unusual trends or problems and recommend appropriate corrective action.

Prepare and maintain a variety of narrative and statistical records, files and reports related to faculty performance, observations, financial activity, instructional services and programs, curriculum and assigned duties.
Attend and participate in a variety of meetings, in-services, and conferences to enhance instructional services and programs; serve on a variety of committees including the Advisory Committee.

Operate a variety of office equipment including a copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Collaborate with administrators in the planning, development and implementation of instructional and curriculum goals, objectives, policies, and procedures.

Plan, organize, and implement long and short-term programs and activities designed to enhance assigned programs and services.

Participate in the development of the course catalog, class schedule, and related publications; assist in coordinating student registration activities.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, and management of curriculum development, facility coordination, and instructional activities.
Instructional methodologies, strategies, and curriculum standards. Current research and trends in the curriculum.
Effective teacher development programs and strategies. Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, manage, and oversee curriculum development, facility coordination and instructional activities in support of ROP programs and services.
Coordinate activities, communications, resources and information between ROP personnel and school personnel to assure smooth and efficient instructional operations and activities.
Supervise the performance of assigned personnel.
Participate in the development and implementation of educational and career and technical education courses.
Provide training to teachers concerning proper instructional techniques and procedures. Monitor and evaluate instructional programs and services.

Interpret, apply, and explain rules, regulations, policies, and procedures.
Work independently with little direction.

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.
Operate a computer and assigned software.
Maintain records and prepare comprehensive narrative and statistical reports.
Plan and organize work.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree:
Career Technical Education Credential

Minimum of five years of teaching experience
Administrative Services Credential

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Career Technical Education Credential.
Administrative Services Credential

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.