



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Program Manager I, CodeStack Academy (CLASSIFIED MANAGEMENT) Codestack Professional Learning and Support	JD#6377
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SALARY PLACEMENT:	Management Salary Schedule Range 8
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SUMMARY OF POSITION:

Under the general direction of the Codestack Technical & Contract Services Division Director, the Program Manager independently performs curriculum development for classroom instruction of coding/programming and elements of system design/architecture, all within a broad framework of standards utilizing current/modern techniques and methodologies for a fee based adult program (Ed Code 51810).

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree with a concentration in Computer Science or Management Information Systems and/or equivalent experience.

DSIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of experience in programming and/or software or web development; experience in programming training or instruction in a classroom setting; experience in curriculum development in programming; experience in researching programming and/or best practices; experience in developing modern web apps including JavaScript frameworks (Angular, React, Vue, etc.), API frameworks (.NET, .NET Core, Node.js, etc.) and UI/UX design frameworks (Bootstrap, Material Design, Zurb, etc.); experience serving as lead/senior programmer or programming team leader; experience in code review; skills in programming in languages such as C#, JavaScript, Java, SQL, etc.; and knowledge in Microsoft Visual Studio, Microsoft SQL Server, Microsoft Azure Services, AWS, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- a broad range of client-side development technologies used in building mobile and rich web applications, including foundational and advanced concepts in iOS and Android development, along with HTML and JavaScript frameworks such as AngularJS

Ability to:

- lead instructional activities that stimulate real-world software development environments, incorporating Agile methodologies such as SCRUM
- mentor students in collaborative development practices, including sprint planning, iterative delivery, and team-based problem solving, to prepare them for professional software engineering
- support the instruction of students in understanding and applying enterprise design patterns used in modern software systems, providing clear explanations and practical examples with minimal direction
- facilitate hands-on learning experiences focused on the design and development of server-side infrastructure for web applications leveraging Microsoft.Net technologies, including MVC and Web API, as well as cloud platforms such as Azure and AWS
- develop curriculum relating to the selection and implementation of appropriate data persistence strategies, covering both relational (RDBMS) and NoSQL databases
- facilitate the guidance of students through advanced SQL concepts, including complex dynamic queries, reporting techniques, and query optimization, while reinforcing best practices in software design patterns and test-driven development methodologies
- create and follow policies and procedures
- be flexible based on program needs

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
- leadership skills in planning, setting agendas and coordinating/conducting meetings/trainings

DISTINGUISHING CHARACTERISTICS:

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

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 timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assist in budget development for Codestack Academy
14. Oversee the day-to-day functions of Codestack Academy.
15. Develop curriculum & course syllabi.
16. Facilitate recruitment & enrollment/contracting process.
17. Manage student relationships.
18. Establish and retain program partnerships with external agencies.
19. Modify instructional methods to meet diverse students' needs.
20. Evaluate student performance.
21. Employ appropriate teaching strategies.
22. Provide leadership to Codestack Academy staff.
23. Research and implement new technology into the classroom.
24. All 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, 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 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.