

JOB DESCRIPTION

Job Title: *Manager, Prevention/Intervention Education (9815)*

Job Summary:

Under the direction of the Administrator - CHOICES, collaborate and develop systems, policies, standards and procedures in compliance with a variety of Federal, State and local laws, rules and regulations; train, supervise and evaluate the performance of assigned personnel in an instructional program to improve student achievement and the graduation rate.

Essential Functions:

- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with legal agencies to assure program compliance with local, state, and federal grants.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to assure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance programs as supported by TCOE-Choices Program.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Adhere to the schedules, policies and procedures as determined by the Tulare County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.

Skills, Knowledge and/or Abilities:

- **Knowledge of:**
 - Budget preparation and management. Ability to work with multiple budgets.
 - Instructional techniques and strategies related to assigned programs.
 - Local, State and Federal standards and requirements governing after school/expanded learning programs including applicable laws, codes, regulations, policies and procedures.
 - Policies and objectives of assigned programs and activities.
 - Principles and practices of administration, supervision and training.
 - Interpersonal skills using tact, patience and courtesy
 - Intervention and Prevention programs.
 - Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area.
 - Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
 - County Office organization, operations, policies and objectives.
 - Interpersonal skills using tact, patience, flexibility, and courtesy.
 - Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
 - Theoretical and technical aspects of field of specialty.
- **Skills/Ability to:**
 - Assess prevention/intervention education program effectiveness.
 - Operate a computer and assigned software.
 - Understand and be sensitive to those of culturally and linguistically diverse backgrounds.

- Analyze situations accurately and adopt an effective course of action.
- Supervise and evaluate the performance of assigned personnel.
- Assure proper and timely resolution of department issues, concerns and conflicts.
- Coordinate professional development activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Develop and implement interventions with a variety of student populations.
- Handle difficult situations and create solutions to promote compromise.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Assure proper and timely resolution of issues, concerns and conflicts.
- Communicate effectively both orally and in writing.
- Comply with County Office policies and procedures.
- Drive a vehicle to conduct work.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Work confidentially and with discretion.
- Work independently with little direction.

Experience Required:

- Five years of experience in a Prevention/Intervention Education Program
- Management experience in a nonprofit, school, or service business preferred.
- Experience of teaching and/or facilitating trainings/in-services

Education Required:

- Bachelor's degree required.
- Teaching or Administrative Services Credential preferred.
- Master's degree is preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: *Exempt*

May 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.