

JOB DESCRIPTION**Job Title: Administrator I - Migrant (1022)****Job Summary:**

The job of Administrator I - Migrant was established for the purpose/s of developing, coordinating and administering the Migrant Education Program, Region VIII in Tulare and Kings Counties; to collaborate with districts, as well as local and statewide organizations in order that services and resources are accessible to migrant students and families; and to coordinate activities with other Tulare County Office of Education (TCOE) departments to provide technical support to districts/schools and students.

Essential Functions:

- ▶ Administers/Prepares program goals, budgets, procedures, agreements, and policies for the purpose of ensuring that local, state and federal guidelines are met.
- ▶ Attends local, regional, and state meetings for the purpose of keeping informed about the Migrant program and other related programs.
- ▶ Collaborates with educational, private and public agencies for the purpose of developing appropriate and effective services.
- ▶ Collaborates with TCOE programs including SCICON, School Health, Educational Resource Services, etc., and media for the purpose of providing support and resources to schools in an effective manner.
- ▶ Coordinates/Manages all program components for the purpose of providing an effective and cohesive Migrant program.
- ▶ Develops/Implements program goals and objectives in collaboration with districts and schools for the purpose of providing effective technical assistance and resources.
- ▶ Develops/Monitors applications, agreements, budgets, and contracts for the purpose of ensuring local, state and federal compliance.
- ▶ Evaluates the Migrant program for the purpose of determining whether goals are met and to modify the program if needed.
- ▶ Supervises/Evaluates professional, technical, and classified personnel for the purpose of increasing the effectiveness of the work.
- ▶ Prepares/Delivers reports, presentations, and other information for the purpose of informing staff, administrators, and other stakeholders about the program.
- ▶ Provides leadership for the purpose of delivering resources and services to districts, schools and students.

Skills, Knowledge and/or Abilities Required:**Skills to:**

- analyze complex problems, develop solutions and make effective decisions and recommendations;
- communicate effectively, orally, and in writing;
- communicate with individuals of varied cultural and educational backgrounds.

Knowledge of:

- applicable state and federal policies, rules and regulations;
- management principles, i.e., fiscal concepts, planning, organizing, executing, allocation of resources, evaluating;
- contract development, negotiation and administration;
- inter-agency relationships, jurisdictional parameters, and effective methods of program coordination;
- personnel management principles and practices, including selection, training, supervision and performance evaluation;
- principles and methods of finance and budget administration as they apply to the funding and reporting requirements of the program;
- techniques in research, evaluation and assessment practices and guidelines;
- curriculum, motivation, retention and the teaching/learning act.

Ability to:

- plan and administer the program in accordance with applicable laws, codes, policies, regulations and procedures;
- develop and monitor appropriate internal program evaluation, research and reporting mechanisms;
- develop and monitor program budgets;
- travel within Tulare and Kings Counties, as well as statewide;
- work flexible hours and attend evening meetings;
- prepare and present a variety of financial reports and program summaries;
- effectively negotiate program objectives and evaluation criteria;
- establish and maintain effective working relationships with a variety of individuals, groups and agencies;
- work collaboratively with school district administrators, parent advisory committees, regional directors, and other outside organizations and agencies;
- lead, motivate and inspire the employees at Region VIII.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Requirements:

- ▶ Experience working with migrant students is preferred.
- ▶ Bilingual is preferred.
- ▶ Must be able to work flexible hours and attend evening meetings.
- ▶ Must be able to travel within Tulare and Kings Counties, as well as statewide.

Education Required:

- ▶ Bachelors degree.
- ▶ Masters degree preferred.
- ▶ Administrative Services Credential, or eligibility for an internship program.

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

August 2010

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.