

JOB DESCRIPTION**JOB TITLE: Program Manager I - Migrant Education (9140)****Job Summary:**

To plan, organize, and manage activities of a single-faceted, small to medium-sized educational or support program or a significant segment of a large regional program; to supervise program staff in providing assigned educational or support services; to coordinate activities with other divisions, school districts, and agencies; and to provide complex staff assistance to administrative personnel. Assume administrative and program responsibilities which may include a variety of related supplemental service components.

Essential Job Functions:

- ▶ Supervises/Manages goals, objectives, policies, procedures, component budgets and contractual agreements to provide leadership and ensure compliance with established laws and regulations.
- ▶ Implements accountability requirements in areas of responsibility.
- ▶ Monitors/Reviews service agreements, budgets, employees' work products, curricula, procedures, and school-wide programs for quality assurance and program compliance, to assess students' progress, and to ensure the continuity of services.
- ▶ Trains/ Evaluates certificated/classified employees to assist staff in setting personal objectives and goals and to evaluate job performance.
- ▶ Develops/Implements staff development programs, program planning, policies, procedures, school level planning, processing, summer school programs, parent training programs, and service agreements to ensure that students receive quality services and achieve the mission of the organization.
- ▶ Coordinates program activities with district and regional level (parent education, staff development, special projects) to ensure high quality instructional programs and services for Migrant students, parents, and staff.
- ▶ Communicates with staff, school districts, county, state, federal offices/administration, private agencies, parents, and students to give and receive information regarding regulations, policies, job assignments, compliance, and to achieve support for the program.
- ▶ Interprets/Analyzes regulations, laws, and policies to approve/disapprove budget expenditure requests, and to ensure that all components/areas of responsibility are compliant with federal and state policies and regulations.
- ▶ Transports self to the Migrant sites within the region, federal and state offices to meet with district/state personnel and observe programs.
- ▶ Observes programs and meets with district/state/federal personnel at sites within the Region, state and federal offices in support of the Migrant Education Program.

Other Job Functions:

- ▶ Advocates for students, families, Region VIII, the Migrant program, and various projects and programs.

Essential Job Requirements - Qualifications:**Experience Required:**

- ▶ Five years of responsible experience in a certificated position including at least two years experience in the speciality area directly related to the program assigned to the manager.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - modern principles and practices of school administration applicable codes, laws, and regulations related to assignments
 - current issues relative to assigned subject areas
 - current principles and methods of curriculum development, program development, and supervision strategies
 - current trends in professional development
 - evaluation methodology
 - principles of personnel administration, supervision, and training
 - methods, practices, resources, and techniques applicable to training adults
 - school finance management
 - research/teaching methodologies applicable to the analysis of programs and policies
 - organization and functions of educational institutions in California
- ▶ **Ability to:**
 - collect, interpret, and evaluate narrative and statistical data pertaining to administrative fiscal and management matters
 - analyze situations and make decisions regarding procedural matters without supervision
 - communicate effectively, both orally and in writing
 - develop, coordinate, promote, and evaluate curriculum and educational programs
 - establish rapport with diverse people
 - facilitate planning and problem-solving meetings
 - initiate, implement, and assess the effectiveness of programs and projects
 - interpret and apply policies, rules, and procedures
 - prepare and maintain accurate and complete records and reports
 - provide leadership in the use of technology in assigned curriculum areas
 - speak, read, and write standard English fluently
 - speak, read, and write Castilian Spanish fluently
 - work cooperatively with a variety of groups and agencies, and to broker and network
 - drive an automobile

Education Required:

- ▶ MA in related field.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Teaching Credential;
- ▶ Valid California Professional Administrative Services Credential or eligible to apply;
- ▶ Valid California Driver's License and proof of automobile insurance

Other Specialized Requirements:

- ▶ Must possess an automobile for travel on the job.
- ▶ Bilingual skills in speaking, reading, and writing English and Castilian Spanish fluently is required.

FLSA Status: Exempt

July 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.