

Solano County
Office of Education

JOB TITLE: Program Manager, Educational Options

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides administrative and instructional support for the programs to which assigned. Provides leadership and intervention in the areas of instruction, curriculum, supervision, and student support. Provides leadership for implementation of actions and services related to Juvenile Court and Community School (JCCS) students as outlined in the SCOE Local Control Accountability Plan (LCAP). Provides support for students transitioning back to districts from the Community School.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of three (3) years administrative experience working with students in a public or private middle school, high school and/or Juvenile Court and Community School, or Special Education setting.
- A California Administrative Credential

ESSENTIAL DUTIES

- Provides consultation, staff development, and instructional leadership coaching to teachers related to implementation of California Common Core learning standards in all content areas, including English Language Development.
- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment.
- Conducts intake meetings with new students and their parents, to review and evaluate student transcripts, rehabilitation plans, and to communicate all school policies and procedures.
- Works closely with the sending district Student Services Department related to placement of students, and their transition back to the sending district upon completion as appropriate and coordinates activities with the Receiving District administrators and staff.
- Works closely with the SCOE Career Technical Education (CTE) and Workforce Development Departments to support students' college and career readiness.
- Works directly with students and parents and consults with other educators on issues of academic achievement and factors that are hindering academic achievement and completion of the student's rehabilitation plan, such as social emotional and behavioral challenges.

- Assists in the development and implementation of identification and early intervention programs that address special needs of at-risk students.
- Works with the appropriate administrators to identify, provide, and coordinate professional development growth opportunities for certificated, paraprofessional, and classified personnel within the JCCS system.
- Implements Positive Behavior interventions as well as school discipline policies.
- Promotes positive youth engagement through collaboration with the Solano County Office of Education (SCOE) Youth Development Program.
- Supports the development and implementation of the Single Plan for Student Achievement and the development and implementation of services and actions related to JCCS students as outlined in the Local Control Accountability Plan.
- Assists with the annual needs assessment and program evaluation of all components of the JCCS Program, including Western Association of Schools and Colleges (WASC) and Federal Program Monitoring.
- Assists with the implementation of the JCCS assessment and accountability systems, including Smarter Balanced Assessment Consortium (SBAC) interim and summative assessments, Renaissance, and Odyssey ware. Support the data analysis and data driven decision making process, including the use of data to inform instructional practice.
- Assist the Special Education program at JCCS, as needed.
- Works collaboratively with the Director of Student and Program Support to identify foster and homeless or cross-over youth.
- Participates on the Management Advisory Council for the Solano County Office of Education.

MARGAINAL DUTIES

- Performs other duties as assigned.
- Provides before-school and after-school supervision when necessary.

SUPERVISION RECEIVED

Limited and general supervision. Directly responsible to the Associate Superintendent, Student Programs and Education Services.

04/05/17

Program Manager, Educational Options

SUPERVISION EXERCISED

Supervision of teachers, Para educators, and other assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)

04/05/17

Program Manager, Educational Options