

JOB TITLE: Program Manager, Special Projects

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and instructional support to SCOE programs in areas related to and including, but not limited to, planning, achievement, assessment, and evaluation of programs for at-risk youth, early learning, and other areas as assigned. Provides coordination and technical assistance to districts/schools in areas related to instructional and behavioral support systems for at-risk youth and to early learning programs, and to other areas as assigned. Develops and promotes parent engagement and community partnership activities related to special programs, including early learning as well as to support the needs of students served in programs for at-risk youth. Serves as back-up administrator for SCOE school sites as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Required: Experience in supervision or evaluation, and/or instructional role at a school site, district, or county level. A California Administrative credential.

Possession of a valid California driver's license.

Minimum of four (4) years of experience in developing and coordinating youth-related services.

Knowledge and understanding of the juvenile courts, probation, child welfare services, mental health, and the school systems is preferable but not required.

Successful experience working in schools to provide educational services, counseling, or other direct services to students.

EXAMPLES OF DUTIES

- Assists SCOE programs with assessing, planning, and evaluating programs and instruction related to and including, but not limited to, at-risk youth and early learning, and other areas as assigned.
- Responsible for personnel management, developing program goals, preparing and maintaining budgets, exercising proper budgetary control measures, and evaluating program based supplemental services for at-risk students and early learning programs.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, case management files, as well as, maintain files in a confidential manner, and records and documents case management files.

- May provide parent training and/or parent education for specialized programs.
- Assist with writing and securing grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs and local plans (e.g. LCAP).
- May provide site management and support of a SCOE school site as assigned.
- Will serve as back-up administrator in charge of Juvenile Court and Community School programs, including the year-round programs.
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- Maintains professional competencies in areas of assigned responsibilities.
- Plans, organizes, coordinates, and facilitates professional development workshops, trainings, and presentations to teachers, administrators, or other agencies and business representatives.
- May support district liaisons to place students in appropriate school-related or school-based youth services and counseling groups.
- May assist with monitoring school-related activities, progress towards high school graduation requirements and post-graduation planning.
- Works with the youth and his/her family to collaborate on addressing community, family, and school-related issues.
- Creates and meets timelines for all projects.
- Plans goals which support and are consistent with the goals of the Superintendent and the County Office. May represent the County Office of Education at agency meetings.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Supervises staff as assigned.

06/30/18

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PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (25%)

Sitting (60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (2)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (1)

Kneeling or
Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)