

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Program Manager
Department/Site: Student Services
Reports to: Director of Student Services

Classification: Classified
Salary Schedule: Supervisory
Salary Range: 9
FLSA: Exempt

PURPOSE STATEMENT

Under general direction, this position will support the instructional process with specific responsibilities for managing assigned programs and services; providing information and serving as a resource to others; and achieving defined objectives by implementing and maintaining services in compliance with established guidelines.

ESSENTIAL FUNCTIONS

- Arranges transportation for homeless and /or foster care students for delivering services in compliance with established guidelines.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, etc.) for implementing and /or maintaining services and programs.
- Facilitates meetings (e.g. staff meetings, trainings, etc.) for conveying and/or gathering information.
- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. lists, attendance records, time accountability data, etc.) for providing up to date information and/or historical referenced in accordance with established guidelines and legal requirements.
- Manages a wide variety of programs (e.g. Foster, Families In Transition (FIT) etc.) for providing program services within established timeframes and in compliance with established guidelines.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, IEPs, conferences, etc.) for conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares a wide variety of materials (e.g. letters, reports, recommendations, procedures, calendars, etc.) for documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, conveying information and/or providing supporting materials for requested actions.
- Performs financial, budgetary, and accounting functions i.e. Local Control Funding (LCFF) Homeless, Families In Transition (FIT) that are related to the position.
- Plans, organizes, coordinates and participates in the input of accounting and statistical data related to the position.
- Reports suspected incidences to appropriate authorities, personnel and/or managers for conveying information and/or identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/ or responding to request.
- Serves as the Homeless Liaison and Foster Care Liaison for facilitating communication between participants and ensuring educational services and opportunities are provided in accordance with legal guidelines.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, principles, codes, policies and procedures
- Personnel processes
- Concepts of grammar and punctuation
- Community resources

Skills and Abilities to:

- Communicate clearly with students, parents, law enforcement, social service agency representatives, and district staff
- Apply laws, policies, and procedures in a fair, consistent manner
- Contribute to the successful fulfillment of the District Mission
- Learn and appropriately apply district policies and procedures and other regulation related to the position
- Maintain appropriate confidentiality about the status of staff, students, school, and district activities
- Operate calculator, computer and data entry terminal
- Apply current technology to assigned duties
- Communicate effectively, both orally and in writing
- Communicate with diverse groups and individuals
- Prioritize work by meeting deadlines and schedules
- Working as part of a team
- Work with detailed information/data
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Establish and maintain effective working relationships with all those encountered in the course of work
- Problem solving is required to analyze issues and create action plans

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

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 significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Two years' of experience in one of the following areas: classroom teacher, school counselor, social worker or related field.

Education:

Bachelor's degree from an accredited college or university in one of the following: Social Science, Educational Psychology or related field.

Required Testing:

- Pre-employment Proficiency

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background
- TB Clearance