



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

**PROGRAM MANAGER**

<b>DEPARTMENT/SITE:</b> Student Services  <b>REPORTS TO:</b> Director of Student Services	<b>SALARY SCHEDULE:</b> Classified Supervisory <b>SALARY RANGE:</b> 9 <b>WORK CALENDAR:</b> 261 Days  <b>FLSA:</b> Exempt
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**PURPOSE STATEMENT:**

Under the general direction of the Director of Student Services, the Program Manager supports the instructional process with specific responsibilities for managing assigned programs and services such as Foster Families In Transition (FIT) within established timeframes, guidelines, and fiscal parameters; supervises assigned staff and manages available resources; develops new programs and policies as required; provides information to programs' target populations and others and achieves defined objectives by implementing and maintaining services. The incumbents in this classification provide the school community with services for specialized student populations which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- 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 and manages budget accountability for assigned programs; develops budget proposals.
- 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 for providing current, timely information and/or historical reference in accordance with established guidelines and legal requirements.
- Manages programs and supervises and evaluates staff assigned to the programs (e.g., Youth Advocates and clerical personnel).
- 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 program management responsibilities.
- 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.
- 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.

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- 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) 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 education services and opportunities are provided in accordance with legal guidelines and program mandates.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- Applicable laws, codes, policies, procedures, and programs relating to students with precarious and/or uncertain housing conditions and difficult personal situations
- Effective supervisory and management concepts and practices
- Community resources for assisting students with difficult housing and personal situations

**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 and the programs being managed
- Maintain appropriate confidentiality about the status of staff, students, school, and district activities
- Operate standard office equipment including assigned district computer and software applications
- Communicate effectively, both orally and in writing and 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
- Solve problems, 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.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Bachelor's degree from an accredited college or university in social science, educational psychology, psychology, public relations and communications, or related field.

**EXPERIENCE REQUIRED:**

Two (2) years of experience working with children and adolescents, especially such as social worker, teacher, counselor, or related experience.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License for travel to/from District Office and school sites and to workshops, conferences, and trainings relative to performance of job functions, duties, and responsibilities.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District’s provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, crouching, and/crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen