

JOB DESCRIPTION

JOB TITLE: *Administrator II - Migrant Education (1025)*

Job Summary: The Administrator II - Migrant Education directs, organizes, and administers the Migrant Education program, Region VIII, in Tulare and Kings Counties to effectively deliver services to migrant students and their families. He/she shall provide administrative and technical support to school districts within the region (currently serving approximately 23,000 students in 55 school districts); work closely with a diverse staff in the implementation of the organization's operational units; serve as a motivator and facilitator of personal and professional growth among staff by providing support and assistance required to achieve positive change.

Essential Job Functions:

- ❖ develops, implements and disseminates program goals, objectives, policies and procedures to organize and administer the Migrant Education program
- ❖ coordinates program components to effectively deliver services to Migrant students and families
- ❖ solicits input and suggestions from school districts, staff, agencies, and organizations to respond to their needs and foster collaborative relationships with Migrant stake-holders
- ❖ develops and monitors applications, program budget, contracts and agreements, and regional processes to insure program and budget compliance to federal and state laws
- ❖ manages, directs and evaluates staff to monitor progress, provide professional growth and achieve the overall objectives of the Migrant program
- ❖ provides workshops, inservices, and conferences to provide staff professional growth and migrant parent education
- ❖ facilitates and attends meetings with school district superintendents, other school administrators, parent advisory committees, regional directors, the California Department of Education, and other outside organizations and agencies to provide information and coordinate program activities
- ❖ delivers presentations to staff, community groups, parent groups, county boards of education, outside agencies, and the California Department of Education to collaborate, provide and obtain information
- ❖ evaluates the Migrant program to carry out and achieve program objectives and make recommendations for program changes as needed
- ❖ prepares reports, surveys, and other information to disseminate information to state and federal agencies, staff, the board of education, parent groups and other agencies
- ❖ establishes media and community relationships to develop program awareness and support.

Skills, Knowledge and/or Abilities Required:

SKILLS are required to perform multiple highly complex technical tasks with a continual need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include:

Skills to:

- ❖ analyze complex problems, develop solutions and make effective decisions and recommendations
- ❖ communicate effectively orally and in writing
- ❖ communicate with individuals of varied cultural and educational backgrounds.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes:

Knowledge of:

- ❖ applicable state and federal policies, rules and regulations
- ❖ management principles i.e., fiscal concepts, planning, organizing, executing, allocation of resources, evaluating
- ❖ contract development, negotiation and administration
- ❖ inter-agency relationships, jurisdictional parameters, and effective methods of program coordination
- ❖ personnel management principles and practices, including selection, training, supervision and performance evaluation
- ❖ principles and methods of finance and budget administration as they apply to the funding and reporting requirements of the program
- ❖ techniques in research, evaluation and assessment practices and guidelines
- ❖ curriculum, motivation, retention and the teaching/learning act.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes, some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include:

Ability to:

- ❖ plan and administer the program in accordance with applicable laws, codes, policies, regulations and procedures
- ❖ develop and monitor appropriate internal program evaluation, research and reporting mechanisms
- ❖ develop and monitor program budgets
- ❖ prepare and present a variety of financial reports and program summaries
- ❖ effectively negotiate program objectives and evaluation criteria
- ❖ establish and maintain effective working relationships with a variety of individuals, groups and agencies
- ❖ work collaboratively with school district administrators, parent advisory committees, regional directors, and other outside organizations and agencies
- ❖ lead, motivate and inspire the employees at Region VIII.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and determining the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Education Required:

- ❖ Masters Degree

Experience Required:

- ❖ Job related experience within specialized field with increasing levels of responsibility is required.

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

- ❖ Administrative Services Credential.
- ❖ Valid California Drivers License and proof of automobile insurance.
- ❖ Department of Justice and FBI Fingerprint Clearance.

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.

FLSA Status: Exempt

February 1999