

JOB DESCRIPTION

Job Title: *QRIS Manager (9748)*

Job Summary:

Perform specialized activities in support of the Program; coordinate and implement various student and family services; assist with student and staff placement and development. Receive general supervision from the Assistant Administrator or higher lever management.

Essential Functions:

- Perform specialized activities in support of assigned program at assigned District locations; collaborate with administrators and other personnel to assure programs comply with licensing requirements, State and federal laws, rules and regulations.
- Coordinate and implement various student and family services; assist program administrators in identifying available services for implementation; assess and evaluate program effectiveness and make modifications as needed.
- Assist with student and staff placement and development; monitor program attendance and student-adult ratio to modify available programs and services.
- Train program participants on a variety of program activities including attendance, participation and program development.
- Provide instructional leadership to assigned program; assist site administrators in specifics of assigned program; monitor program needs and collaborate with local resources for implementation.
- Prepare plans and reports for assigned school site coordinators; review and assist in site budget planning.
- Collect and prepare program data and submit for State and federal grant funding; monitor expenditures and attendance earnings to assure adequate grant funding.
- Organize and conduct short-range and long-range studies of various County Office programs; prepare and analyze related data.
- Prepare and maintain a variety of records and reports related to assigned activities and required by State and federal agencies; maintain purchase requests records, school profile reports, attendance records, data collection updates and other related documentation.
- Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; collaborate with non-profit organizations as assigned.
- Operate a variety of office and specialized equipment related to programs and services including a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of staff development trainings and/or meetings as assigned.
- Travel locally with own transportation.
- Perform related duties as assigned.

Knowledge, Skills and/or Abilities:

- **Skills/Abilities to:**
 - Perform specialized activities in support of the assigned program at assigned District locations.
 - Coordinate and implement various student and family services.
 - Assist with student and staff placement and development.
 - Maintain current knowledge of program rules, regulations, requirements and restrictions.
 - Learn County Office organization, operations, policies and objectives.
 - Communicate effectively both orally and in writing.
 - Establish and maintain cooperative and effective working relationships with others.
 - Conduct research and compile and verify data.
 - Prioritize and schedule work.

- Plan and organize work.
 - Maintain records and prepare reports.
 - Operate standard office equipment including a computer and assigned software.
 - Speak, read and write in English proficiently.
 - Speak, read and write in Spanish preferred.
- **Knowledge of:**
 - Operations of assigned State and/or federally funded program.
 - Organization of student and family services.
 - Research, data collection and evaluation methods and procedures.
 - Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.
 - Staff development programs and techniques.
 - Oral and written communication skills.
 - Policies and objectives of assigned program and activities.
 - Interpersonal skills using tact, patience and courtesy.
 - Record-keeping and report preparation techniques.
 - Operation of a computer and assigned software.
 - Technical aspects of field of specialty.

Working Conditions and Physical Abilities: Office environment; Cold and very hot weather; Traveling throughout Tulare County; Sitting, standing or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking sufficient to communicate with students, teachers, staff and parents; seeing to read a variety of materials; bending at the waist, kneeling or crouching to file materials; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull or carry up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- Bachelor's degree or higher degree **AND** two (2) years of experience conducting educational program activities with coursework in education, child development and/or business administration.

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

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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.