

**Job Summary:**

The job of Program Manager I - Special Services is done for the purpose/s of planning, organizing and directing the activities of a single-faceted, small to medium-sized educational or support program or a significant segment of a large regional program; supervising staff in providing assigned educational or support services; coordinating activities with other divisions; and providing complex staff assistance to administrative and management personnel.

**Essential Functions:**

- ▶ Develops/plans/implements/administers goals, objectives, policies and procedures of the program for the purpose of ensuring the delivery of appropriate educational services.
- ▶ Reviews/evaluates methods, curricula, procedures and conducts needs assessments for the purpose of ensuring delivery of appropriate services.
- ▶ Supervises/evaluates staff for the purpose of increasing effectiveness and ensuring delivery of appropriate educational services.
- ▶ Trains/motivates/schedules staff for the purpose of ensuring the delivery of appropriate educational services and effective personnel development.
- ▶ Develops the program work plan and assigns work activities and projects for the purpose of ensuring delivery of appropriate services.
- ▶ Develops/monitors/administers program budgets and expenditures for the purpose of ensuring the delivery of appropriate educational services and maintaining fiscal responsibility.
- ▶ Prepares/presents staff reports and necessary correspondence for the purpose of communicating information to staff, parents, and the community.
- ▶ Participates in committees, meetings, and community activities for the purpose of promoting program awareness and ensuring appropriate interaction/intervention for students.
- ▶ Coordinates/develops/implements staff development programs for the purpose of improving instruction.
- ▶ Provides staff assistance to administrator and management personnel for the purpose of collaboration and support of the larger regional program operations.
- ▶ Coordinates program activities with other divisions and acts as a liaison with outside agencies and organizations for the purpose of promoting program awareness and ensuring appropriate interaction/intervention for students.
- ▶ Administers/reviews/approves contractual agreements, work products and contractor payments for the purpose of ensuring that contractual obligations are appropriately fulfilled.
- ▶ Seeks/administers grants and other funding sources for the purpose of augmenting the program's instructional efforts.
- ▶ Interprets/disseminates/informs staff regarding laws, rules, regulations and other information for the purpose of ensuring legal compliance.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - use a personal computer as well as various software programs;
  - drive an automobile;
- ▶ **Knowledge of:**
  - modern principles and practices of school administration;
  - organizational and management practices as applied to analysis and evaluation of county programs, policies, organization structure and operation needs;
  - educational principles, methods, and materials related to the program being directed;
  - principles and practices of school financial management;
  - research methodologies applicable to the analysis of programs and policies;
  - the organization and function of educational institutions in California;
  - principles of personnel administration, supervision and training;
  - educational "Best Practices" applicable to a diverse special needs student population;
- ▶ **Ability to:**
  - plan, organize, and direct educational programs;
  - analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
  - understand, interpret and apply laws, rules, and regulations;
  - collect, interpret and evaluate narrative and statistical data pertaining to administrative and fiscal management;
  - communicate effectively in public meetings;
  - gain cooperation through discussion and persuasion;
  - supervise, train and evaluate professional, technical and clerical staff;
  - prepare and analyze reports, statements and correspondence;
  - establish and maintain effective working relationships with those contacted in the course of work.

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

**Experience Required:**

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

**Education Required:**

- ▶ Masters Degree in job related area.

**Certificates, Clearances, Licensing, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Valid California Administrative Credential.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**March 2003**

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.