

**JOB DESCRIPTION**

**Job Title:** Program Manager, CHOICES Prevention/Intervention (9982)

**Job Summary:**

Under the direction of the program administrator and/or designee, responsible for the organization, leadership, and oversight of CHOICES Prevention and Intervention programs within the Tulare County Office of Education (TCOE). This role focuses on developing, implementing, and continuously improving programs to align with the CHOICES mission and values, supporting student success and well-being.

**Essential Duties:**

- Lead the design, execution, and ongoing enhancement of prevention and intervention programs that promote academic achievement and student wellness.
- Manage program budgets, including preparation of financial reports and making independent decisions regarding expenditures.
- Support grant oversight, including monitoring, reporting, and compliance with funding requirements.
- Ensure accurate tracking and reporting of student data, including attendance and performance indicators.
- Conduct regular site visits to schools and classrooms to assess program quality and impact.
- Develop and manage staff schedules and assignments to ensure effective program operations.
- Serve as the primary liaison between TCOE, schools, families, and community stakeholders to foster collaboration and increase program visibility.
- Partner with district administrators, community organizations, and external agencies to coordinate services, resolve issues, and meet educational and grant standards.
- Supervise and support staff across multiple program locations, including recruitment, training, mentoring, evaluation, and professional development.
- Stay informed of current educational practices, legislation, and trends by participating in relevant trainings and professional development opportunities at the local, regional, and state levels.
- Attend and contribute to various meetings, committees, trainings, conferences, and special events as assigned.
- Assist with the preparation and submission of grant proposals and funding applications to support program sustainability and expansion.
- Perform other related duties as required.

**Responsibilities:** working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

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

**Skills to:**

- Perform decision analysis and make decisions of considerable consequence.
- Apply and interpret data, facts, procedures, and policies.
- Communicate frequently with managers, internal staff and sub-contractors to communicate information, data, and alternative problem solutions.
- Coordinate programs.
- Organize work, set priorities, and meet established deadlines in a dynamic work setting.
- Maintain confidentiality of information.
- Follow complex verbal and written instructions.
- Communicate effectively orally and in writing.
- Appropriate use of English word usage, spelling, grammar, syntax and punctuation.
- Operate a computer and utilize a variety of applicable programs.

**Knowledge of:**

- Local, state, and federal standards, laws, regulations, and requirements related to Prevention/Intervention programs.

- Subject matter commonly associated with prevention services, particularly in the area of youth development, public health and environmental prevention.
- Research techniques, strategies, and procedures.
- Budget preparation and management.
- Principles and practices of program administration.
- Methods and strategies for coaching, evaluating, and supervising assigned staff.
- Proper English grammar, punctuation, and sentence structure.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- Assess program effectiveness and make recommendations for improvement.
- Coordinate professional development activities.
- Develop, implement, and oversee interventions with a diverse student population.
- Assure proper and timely resolution of issues, concerns, and conflicts related to programs.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively in oral and written English.
- understand and carry out oral and written directions with minimal supervisory control.
- Supervise and evaluate program staff.
- Travel to various locations within and outside of the county, using personal vehicle, if necessary.

**Education Required:**

- Bachelor's degree in business, public administration, or a related field is preferred.
- Associate's degree plus ten (10) years of experience in managing prevention and intervention programs may be substituted for Bachelor's degree.

**Experience Required:**

- Five (5) years of experience working with prevention / intervention programs.
- Five (5) years of management experience in a nonprofit or school environment is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

**FLSA Status:** Exempt

July 2025

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.