



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Program Manager I* #
Transition to Teach Grant Manager, Teacher Development
Educational Services

SALARY PLACEMENT: Management Salary Schedule, Range D

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Possess Masters Degree and/or Administrative Credential.

DESIRABLE QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Possess Doctorate Degree. Have a thorough working knowledge of curriculum development and instructional strategies/techniques; knowledge of professional development strategies/techniques; knowledge/training in adult learning theory and mentoring.

MINIMUM EXPERIENCE:

Experience in Teacher Preparation. Project management experience.

DESIRABLE EXPERIENCE:

Experience with a District Intern program. Experience working on a district level with curriculum and instruction; grant writing/management experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Strong administration, communication, public relations, interpersonal skills. Aptitude to speak and make presentations before large groups of people. Flexible and receptive to change and willingness to perform whatever is required to complete the assigned tasks.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent for Curriculum and Instruction, and the Director of Teacher Development, this person will coordinate and support the North-South IMPACT Expansion (Transition to Teaching Grant) and other special projects as related to support of novice teachers. He/she will provide administrative support where appropriate to this task, including but not limited to record keeping, report writing, and community relations. This is a five year grant funded position.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Coordinate and monitor all aspects of satellite programs, including but not limited to Los Angeles, Sacramento, and Tulare Counties. Travel to satellite programs is required.
2. Assist Satellite programs with recruitment and development of recordkeeping especially in regards to teacher retention.
3. Maintain consistent high quality across all locations of IMPACT program sites.
4. Maintain and/or monitor records, reports, and other documentation as required by the program, the California Commission on Teacher Credentialing, other state agencies, and US Department of Education.
5. Act as liaison between program partners and participating districts.

6. Act as liaison with the credential technician to ensure accurate program status and related reporting/documentation requirements of state agencies.
7. Assist with evaluation of Transition to Teaching Grant outcomes.
8. Assist the Director in the supervision and training of faculty and staff as appropriate.
9. Supervise pre-interns and interns and communicate with site administration and program director as related to supervision assignments.
10. Communicate with the program director .
11. Attend and present at meetings, trainings, and conferences as appropriate and requested.
12. Teach courses within the program as required
13. Serve as member of leadership team.
14. Work as team member with all departments within SJCOE.
15. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with San Joaquin County Office of Education staff, district staff, and the public.