



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Program Manager I #6157  
Migrant Education  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 8

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree and a California Teaching Credential. Previous experience in program evaluation and data collection.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years experience working with educational agencies, school districts, colleges, and the community. Possess knowledge of early childhood education along with knowledge of elementary/secondary education and college education readiness. Fluent in Reading, writing, and speaking Spanish. Experience in supervising and evaluating staff.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Bilingual in English and Spanish. Knowledge of migrant family lifestyles and their needs. Possess an understanding of federally funded programs such as Migrant Education.

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under the direction of the Migrant Education Program Director, the program manager is responsible for services to eligible migrant children and parents in collaboration with district contacts. This includes the coordination of the academic programs for the migrant labor camp students such as, but not limited to, tutorials, workshops, fieldtrips, and academies. Oversee the teachers and staff that provide services to the migrant labor camp migrant students. Assist the Director with developing, maintaining, and coordinating Saturday academics and summer/Intersession programs. The program manager manages and coordinates the Migrant Education School Readiness Program (MESR) component services for the region including supervising, and evaluating staff. Coordinate and conduct district Parent Advisory Committee meetings as needed and assist with parent participation in conferences, education trainings, and events. Prepare, provide, and present information to districts, parents, and the public in English and Spanish.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Meet and coordinate with parent representatives and staff for district and State Parent Advisory Committee meetings, conferences and education events.
14. Coordinate the MESR component services for the region, collect MESR assessment and services data for the component for submission to the state, coordinate and/or provide training for MESR staff as needed.
15. Coordinate after school migrant services for migrant labor camps in French Camp and Lodi, including meeting with district representatives, scheduling sessions, meeting with teachers, and collecting assessment data for reporting services for the region.
16. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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