



Job Description

POSITION TITLE:	Program Manager I Athletic Director/Facilities Manager Venture Academy County Operated Schools and Programs	#6104
SALARY PLACEMENT:	Management Salary Schedule Range 8	

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working with educational agencies, schools districts, colleges, and the community. One year of experience managing a budget for a public agency. Possess a Master's Degree. Possess a Bachelors of Arts Degree in Physical Education or kinesiology. Experience with CIF regulations and policies. Experience with coaching and/or competitive athletics. Experience with an inventory system and detailed calendar system.

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:

Ability to mediate the resolution of problems, issues and concerns that may arise. Ability to act as a resource person and manager for coaches. Ability to effectively and efficiently perform responsible administrative functions, duties, and activities. Knowledge of principles, practices, procedures, policies, rules, codes, regulations, techniques and strategies of San Joaquin County Office of Education and assigned position.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Division Director of Venture Academy of Schools, this position will supervise, manage and evaluate the athletic program for the school. This position will be responsible to develop and supervise fundraising opportunities. This position will be responsible to develop and manage the athletic/facility budget.

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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Ensure eligibility of athletes and coordinate supervision of all home athletic contests.
14. Oversee CIF eligibility status of students and attend all required CIF and league meetings.
15. Schedule and post all athletic events on the VAFS events calendar and website.
16. Develop and maintain a student athletic and coaches' athletic handbooks.
17. Promote the use of the gym to outside schools/groups and organizations and ensure that the proper facilities use form, proof of insurance, and paperwork have been submitted prior to use.
18. Develop and manage the athletic/facility budget and assist coaches with the purchase of equipment and uniforms.
19. Manage the maintenance and use of indoor and outdoor facilities to expedite all activities and functions of the school athletic program.
20. Develop an annual fund raising plan.
21. 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.

8/25/2015 final sc

11/2/2016 sc