



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I</b> <b>Head Start Community Outreach Manager</b> <b>Head Start San Joaquin</b> <b>Educational Services</b>	<b>#6094</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 8</b>	

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

Possess a Bachelor's Degree in marketing, journalism, public relations, communications, or related field.

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

Three years of experience in planning, developing, and implementing community outreach, communications, or marketing strategies, systems, and programs, two years of which must have been obtained in an educational or social services organization, including two years of experience in a supervisory or management capacity Possess a Masters Degree in marketing, journalism, public relations, communications, or other closely related field.

**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:**

Knowledge of applicable laws, codes, and regulations including federal and state regulations and policies that apply to the management and administration of Head Start and Early Head Start; theories, principals, and practices of marketing, communications and public relations; methods and techniques of editing and news reporting; principles, theories and practices of media relations and resources; principles and practices of human resources management; and laws and regulations pertaining to managing a diverse workforce.

**DISTINGUISHING CHARACTERISTICS:**

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

**SUMMARY OF POSITION:**

Under the direction of the Head Start Director, plans, organizes, coordinates, and directs the activities and staff of the Community Outreach Team; develops and implements the overall community outreach systems, programs, policies, and procedures for Head Start and Early Head Start and partner agencies to develop and ensure access and link children and families to community resources and services that will prepare children for school and transition to kindergarten.

**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. Develops, coordinates, and maintains the communication systems for community outreach and advocacy to enhance public awareness, expand resources, and increase Head Start and Early Head Start enrollment.
14. Designs and develops communications strategies, tools and publications using feedback from Interdisciplinary Services unit to share program content information and services with partners, families, and communities.
15. Outreaches to and develops contacts and relationships with community members and representatives from partnering agencies to enhance public awareness, expand resources, and ensure the Head Start and Early Head Start program remains active and accessible within the community in order to foster parent engagement and school readiness.
16. Participates with the strategic leadership team in the development and management of work methodologies, process, policies, procedures for program review, monitoring, resource development, and training in community outreach by utilizing program data collected from partners and
17. 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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