

ALAMEDA COUNTY OFFICE OF EDUCATION

Job Description

March 2008

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Program Manager II—After School Program Region 4

GRADE: Management, Range 16

FLSA: Exempt

SUMMARY

Under the direction of the ASP Region 4 Lead, a person in this position plans and coordinates the implementation of Before and After School Projects in Region 4, providing technical assistance and training to grantees and providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Researches, analyzes, summarizes, and coordinates the distribution of documents, research, laws, policies and other After School program administration and instructional resources for Region 4 after school programs.
- Develops/Coordinates County committee(s) and organizes, facilitates, and guides its meetings and activities to establish and/or evaluate standards, evaluation instruments, research, laws, policies, and other professional resources for Region 4 After School programs, including enrichment thereof.
- Coordinates evaluation, development, and dissemination of instructional enrichment and professional resources, services, information, training, and technical assistance for After School programs with the California Department of Education and other regional entities.
- Assists in developing and updating program proposals, goals, and objectives.
- Manages, plans, conducts, and evaluates the After School professional development cadre of trainers and sessions at conferences, leadership institutes, and workshops.
- Assists in evaluating and documenting program achievements, monitoring program costs, compiling and summarizing data, and preparing project evaluation and progress reports to funders.
- Provides direction and technical assistance to ensure that all grantees fully comply with all requirements and procedures in state and federal statute including, but not limited to, ASES (After School Education and Safety Program) staffing as per LEA policies, 21st CCLC (21st Century Community Learning Center) staffing, early release policy, and hours and days of program operations.
- Provides support to ensure that ASES and 21st CCLC grantees have a program plan in place and are properly prepared for on-site monitoring visits, including the CPM (Categorical Program Monitoring), process, and protocol.
- Documents technical assistance provided to programs and sites.
- Assists grantees and prospective grantees in building and strengthening partnerships that leverage resources for program improvement and sustainability.
- Utilizes and coordinates with other existing regional networks or programs designed to assist LEAs and schools in their efforts to increase student achievement.

- Provides and/or coordinates appropriate professional development opportunities to funded and potentially funded Before and After School providers to support provisions of research-based, standards-aligned quality programs.
- Support the maintenance of the regional information and communication systems that provide communication and outreach to after school programs of relevant regional and state resources, events, policy developments, and training opportunities in the region, through facilitating communication and discussion among practitioners as well as writing and submitting articles for publication.
- Represents the department and serves as facilitator, liaison, and/or resource at regional meetings.
- Directs staff, assigns work, and provides feedback related to staff performance.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform to essential duties and responsibilities.

Knowledge of:

After school operational requirements, non-regulatory guidance, and state and federal statutes that apply to after school programs
 Latest research-based Before and After School program improvement strategies, tools, and resources provided by the CDE and others
 Characteristics of quality K-12 After School program including designs that support data-driven continuous program improvement
 Local, regional, and statewide resources available to After School grantees and prospective grantees including but not limited to; written and Web-linked resources, training and technical assistance opportunities, potential partners for services and LEA resources
 Research-based practices to enhance quality in after school programs
 Effective strategies for evaluating and sustaining after school programs
 Coaching and mentoring techniques in K-12 after school environments
 Developing and maintaining regional peer-support networks
 Compliance monitoring requirements
 High-level professional oral and written communication.
 Principles and practices of management.
 Interpersonal skills.
 Correct written and spoken English.
 Media, public, and professional outreach and communication techniques.

Ability to:

Draft model content standards.
 Perform research, compile data, and prepare reports.
 Develop research-based evaluative criteria and protocols.
 Conduct evaluations of curriculum and other professional resources.
 Manage regional advisory groups.
 Effectively communicate concepts and procedures orally and in writing to groups with diverse interests.
 Facilitate and negotiate resolution of complex issues and varying interests.

Analyze and synthesize key issues and concerns and communicate them effectively.
Plan, organize, coordinate, administer, and document programs.
Prioritize and schedule work.
Prepare and monitor a budget.
Explain and enforce policies and regulations.
Meet schedules and timelines.
Prepare and deliver oral presentations.
Establish, maintain effective relationships.
Operate a computer and related software.
Train and provide work direction to others.
Organize and coordinate office activities.

EDUCATION and/or EXPERIENCE

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Master's Degree or equivalent or professional certification (e.g., teaching or administrative credential) in area(s) related to education, especially in After School programs.
Five (5) years related experience in education, including three (3) years of project management experience; or equivalent combination of education and experience.
Valid State of California driver's license and an acceptable driving record.

For Coordinator (Certificated) Position : Valid California Administrative Credential authorizing services within the K-12 public school system

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift to/from cart, table, car and/or move with cart curriculum materials up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT. *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently required to attend regional meetings (occasionally in the evenings and/or weekends) and conduct overnight region-wide travel and frequently works with a video/computer display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission

Approved Date: March 20, 2008