

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, Parent Outreach	REPORTS TO:	Executive Director, Federal and Special Programs
DEPARTMENT:	Federal and Special Programs	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	026 AASD
ISSUED:	February 24, 2009		

BASIC FUNCTION:

Provide leadership and support to Title I school staff to increase and enhance parent involvement; oversee training and coaching for Parent Academic Liaisons (PALs); supervise parent involvement programs including the Ballard Parent Center activities and the Parent University; supervise special programs such as Indian Education, Southeast/Asian Somali Program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan and organize parent involvement programs for Title I schools, teachers and families. *E*

Oversee ongoing training and coaching for district Parent Academic Liaisons (PALs) . *E*

Provide technical assistance to Title I schools to increase parent involvement at school and home. *E*

Supervise Indian Education, Southeast Asian/Somali Program, the Ballard Parent Center and the Parent University, oversee activities such as the Make-it/Take-it Lab, READ San Diego, and the Parent Center lending library. *E*

Provide training of trainers for parent leaders and district staff to assist them in conducting parent trainings and organize parent involvement activities. *E*

Work with local regional and state organizations to encourage parent involvement. *E*

Inform parents about proper organizations and agencies that can assist with education, training or other needs. *E*

Seek grant opportunities in support of parent involvement programs. *E*

Maintain current information on the district's website to assist teachers in developing programs, activities, and events geared to reach families; and to support parents in becoming more involved in their children's education. *E*

Perform related duties as assigned. *E*

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree and four years of progressively responsible experience in administrative leadership related to program planning, development, coordination, and monitoring. Experience working with parents and non-profit organizations is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
District curriculum and school instructional programs.
Knowledge of effective parent involvement strategies and adult learning.
Principles and techniques of budget preparation and control.
Operation of a computer and assigned software.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Provide leadership and direction in assigned program.
Plan, organize and administer an assigned program.
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.
Interpret, apply and explain rules, regulations, policies, and procedures.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software and other office equipment.
Meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Train and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.