

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, School-to-Career	REPORTS TO:	Director, School-to-Career
DEPARTMENT:	School-to-Career	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	024 AASD
REVISED:	July 14, 2009		

BASIC FUNCTION:

Plan, organize, develop, coordinate, control and direct the daily operations and assigned functions of the School-to-Career Department including the Regional Occupational Program (ROP) Metro Area Service Center; plan, organize, and control the district's career development program; review, develop, communicate and interpret contracts, policies, procedures, regulations, laws and programs; collaborate with other managers in the district and in community-based organizations or other agencies to ensure successful implementation of grants, contracts, budgets, initiatives, and programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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, organize, coordinate, control, and direct the day-to-day operations of School-to-Career in the areas of workflow monitoring, record management, ROP enrollment and schedules, inventory, attendance accounting, budget and accounting, issuance of work permits, Work Experience Education courses, employment and training programs; and job referral services. **E**

Collect and analyze data for preparation and maintenance of a variety of statistical reports, records and files; compose reports, procedures, and correspondence covering a wide variety of matters including grant monitoring, budget reviews and revisions; write and design brochures, flyers, contracts and other documents. **E**

Conduct and facilitate meetings, resolve problems, provide direction for department and school staff members, district personnel and others as required; serve on district-wide and county-wide committees, task forces and panels. **E**

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies and regulations at the district, state, and federal levels. **E**

Prepare all Board of Education documentation for School-to-Career including grant contracts, budgets, data collection, and statistical reports. **E**

Assist in the formulation and development of policies, procedures and programs; advise the Director, School-to-Career of unusual trends or problems and recommend appropriate corrective action. **E**

Plan, coordinate, and promote professional development opportunities for district staff participating in School-to-Career programs. **E**

Communicate with administrators, staff, and representatives of other agencies to coordinate activities, resolve issues, and exchange information. **E**

Design and maintain a system for position management, budget preparation, monitoring, and auditable recordkeeping. **E**

Operate a computer, assigned software and specialized databases as necessary to perform the duties of the job. **E**

Prepare board reports and contracts related to School-to-Career initiatives, grants, programs, and special projects. **E**

Interview, select, train, supervise and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a degree in business, public administration or career development counseling and five years of recent, progressively responsible, related experience, preferably including implementing and administering an educational services program. Regional Occupational/Career Technical Education teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation.
Valid California Designated Subjects Teaching Credential preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code, State Labor Code, Title 5 of the California Code of Regulations and district policies, procedures and regulations.

Regional Occupational Program requirements including data collection, enrollment rules and regulations, attendance-taking procedures, budgets, special populations, curriculum, and classroom teaching strategies, policies, and procedures.

National Career Development Guidelines.

Employment and training programs, trends and services.

The world of work and what employers expect from employees.

Presentation, communication and facilitation techniques to promote collaboration and understanding.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Practices of district human resources, payroll and budget departments.

ABILITY TO:

Apply Education Code and contract rules and regulations to budget control, accounting and bookkeeping procedures.

Operate standard office equipment including computers and related software applications.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with all levels of district staff, educational organizations, governmental agencies, community-based organizations, business community and the public.

Resolve problems and complaints.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, write and explain rules, regulations, policies, and procedures.

Direct, train, supervise and evaluate the work of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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