

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, City Heights Collaborative, School in the Park	REPORTS TO:	Executive Director, Collaborative
DEPARTMENT:	City Heights Collaborative	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
ISSUED:	September 9, 2008		

BASIC FUNCTION:

Plan, organize, develop, and implement the School in the Park program; provide leadership for implementing the program with participating schools; coordinate inservice courses/workshops and other teacher development activities for participating schools for improvements to curriculum, instructional methods, and pupil achievement; supervise, train and evaluate the performance of School in the Park personnel.

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, organize, develop, and implement School in the Park program goals and expectations; provide leadership to the instructional program, including development of curricular experiments, pilot programs, and innovative instruction. ***E***

Work with museum educators, classroom teachers, and resource teachers to coordinate curriculum designed to serve grades 3-5 pupils and special populations from participating schools including gifted and talented, exceptional needs, and second language pupils. ***E***

Coordinate in-service courses and workshops for museum educators, classroom teachers and resource teachers to develop and improve curriculum and instructional strategies, with a focus on raising student achievement.

Provide leadership and direction for the School in the Park program with an emphasis on research-supported pedagogy such as authentic learning and assessment in place-based education, project-based instruction, situated cognition and cognitive apprenticeship.

Provide supervision of the program in participating museums. ***E***

Plan for the most effective use of materials, supplies, equipment, facilities, and grounds. ***E***

Supervise the safety and security of pupils and appropriate facilities. ***E***

Supervise and coordinate bus transportation of pupils. ***E***

Coordinate in-service courses/workshops and other staff development activities in appropriate curricular areas for improvements to curriculum, instructional methods, and pupil achievement. ***E***

Plan, organize, and implement long and short-term programs and activities designed to develop School in the Park programs and services. **E**

Foster positive relationships with Balboa Park museums and facilities aimed at reinforcing student learning. **E**

Interview, select, assign, supervise, and evaluate School in the Park paraprofessional personnel; develop work schedules; and recommend termination. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel for the City Heights Educational Collaborative and Price Charities. **E**

Communicate with participating schools' administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**

Assist in developing and preparing the annual preliminary budget for the program; control and authorize expenditures in accordance with established limitations. **E**

Participate at meetings involving parent/community groups and others to provide information regarding School in the Park programs. **E**

Participate in conferences, meetings, and other activities sponsored by the City Heights Educational Collaborative, Price Charities, and participating schools as appropriate, as well as activities sponsored by professional organizations.

Assist in developing proposals for grants and other non-district funds related to instructional improvement programs; monitor expenditures of funds within assigned area of responsibility. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree in a related field and two years of experience in educational administration, instructional improvement programs or developing core/integrated curriculum programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.
Modern theories, techniques, and methodologies of instruction and school operation.
State standards, grades 3-5.
Principles and techniques of budget preparation and control.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.

ABILITY TO:

Provide leadership and direction to School in the Park.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Plan and organize programs.
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.
Meet schedules and time lines.
Supervise, train and evaluate the performance of assigned staff.
Operate a computer and assigned office equipment.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT: Office environment, subject to constant interruptions; driving to off-site locations to conduct work; supervision responsibilities including outdoor activities.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects; walking to and from various museums, kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally, to retrieve and store files and supplies..

Job Code 1535

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