

SAN DIEGO CITY SCHOOLS

TITLE:	Program Manager – Partnerships in Education	REPORTS TO:	Executive Director – Communications and Community Relations
DEPARTMENT:	Office of the Superintendent	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	12-Months
EFFECTIVE DATE:	July 25, 2000	SALARY:	Salary Grade 10

BASIC FUNCTION:

Plan, organize, control and direct recruitment, maintenance and accountability for programs/services under the Partnerships in Education Program; serve as a liaison between the District and community related to those programs/services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct recruitment, maintenance and accountability for programs/services under the Partnerships in Education Program. *E*

Meet with school site administrators to determine interests of the school in partnerships program participation. *E*

Make personal contacts with representatives of businesses and organizations to determine interest and resources which would meet program needs and to seek involvement of businesses, community, service organizations, non-profits, military commands and other groups within the Partnerships in Education Program. *E*

Work with school and partner to develop an annual partnership agreement and provide necessary school staff training. *E*

Provide ongoing liaison support between school principal and partner to maintain quality in partnerships program through development and coordination of seminars, conferences and recognition events. *E*

Recruit for and coordinate District volunteer programs including tutors, mentors and speakers' bureau and provide training; provide training and support for site volunteer coordinators. *E*

Serve as District liaison and assist with planning and facilitating student volunteer projects such as Service-Learning, Student Actively Volunteering for You (SAVY) and California School Volunteer Program (CSVP). *E*

Coordinate and/or facilitate intergenerational programs such as Great Age Partners (GAP) and Older Adult Service and Information System (OASIS) programs. *E*

Work with the community and the media to develop support necessary for an effective program; coordinate public recognition presentations, programs and receptions. *E*

Maintain records and prepare reports for District staff, Board of Education and community groups. *E*

Design and distribute marketing materials for schools and partners. *E*

Coordinate and/or serve as a District representative or liaison on a variety of District and community committees and advisory boards. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal auditing programs, analyses and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the Executive Director – Communications and Community Relations regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other 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*

Develop and prepare the annual preliminary budget for the Partnerships in Education Program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Review existing and pending legislation related to procedural guidelines and the District's Partnerships in Education Program and recommend origination, modification, or support of legislative measures. *E*

Provide support for the District's integration program and encourage support of staff and community; provide leadership in the development and implementation of integration programs as appropriate to assigned school site or department

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or a related field and five years of leadership experience in activities involving parents, community service organizations and the general public.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines and the District's Partnerships in Education Program.

Modern theories, techniques and methodologies of instruction and school operation.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software

ABILITY TO:

- Plan, organize and administer the Partnerships in Education program activities for the District.
- Provide leadership and direction to community outreach efforts in accordance with the District integration plan.
- Train and evaluate the performance of assigned staff.
- Review existing and pending legislation related to procedural guidelines and the District’s Partnerships in Education program and recommend origination, modification, or support of legislative measures.
- Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
- 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 office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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.

APPROVALS

Deputy Administrative Officer
Human Resources

Date

Director-Human Resources

Date