

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Program Manager, Program Monitoring	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>REVISED:</b>	August 28, 2007		

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### **BASIC FUNCTION:**

Plan, direct, coordinate, organize, and implement program monitoring processes for charter schools, categorical programs, instructional programs, and accountability systems in accordance with district, state, and federal guidelines and requirements.

### **REPRESENTATIVE DUTIES:**

Coordinate and oversee planning and monitoring processes as required by and related to charter school law, state and federally funded categorical programs, instructional programs, and the state accountability system. *E*

Establish and implement monitoring processes for charter schools in accordance with charter school law, including operations, support services, board reports, and operational records; act as district liaison to charter school operators and the California Department of Education. *E*

Oversee school support and review processes in accordance with categorical program requirements, including school site plans, Program Quality Reviews, accreditation self studies and site reviews, Coordinated Compliance Reviews, Title I services to non-public schools, and related activities. *E*

Coordinate and oversee data analysis and reporting related to site planning and monitoring processes of assigned general and special education instructional programs for district schools and Title I non-profit private schools. *E*

Direct, design, plan, and oversee the development of service delivery models aligned with researched-based assessment models, pedagogic framework, and instructional approaches. *E*

Assist site staffs, District Advisory Council members, and School Site Councils in analyzing and interpreting student data, preparing a site report of findings, and establishing program goals. *E*

Analyze and interpret student data, prepare reports of findings, and recommend program changes accordingly. *E*

Conduct training for District Advisory Council members, principals and other site personnel on the state accountability systems (AYP and API); coordinate administration and implementation of the state accountability system, including school rankings and growth based on the Academic Performance Index, school and student performance award programs, and intervention programs. *E*

Serve as a resource and liaison to district staff, charter school operators, school site councils, school site/community planning teams, community groups, parents, colleges and universities, and state and federal agencies for questions and issues related to charter school operations, categorical programs, instructional programs, and the state accountability system. *E*

Represent the district at local, state, federal, and national meetings and other activities; remain current on requirements and changes in laws and regulations applicable to assigned functions. *E*

Manage the activities of assigned programs; monitor projects on a continuous basis, adjusting staff work assignments and timelines to meet new project requirements and changing priorities; develop and monitor program budgets and financial accounts; train and evaluate the performance of assigned staff. *E*

May supervise certificated personnel. *E*

Provide technical expertise, information, and assistance to district staff regarding assigned functions; assist in the development of policies, procedures, and programs; advise district staff of unusual trends or problems and recommend appropriate corrective actions. *E*

Operate a microcomputer using office software for word processing, database, spreadsheet, PowerPoint presentations, and project management. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master's degree and four years of progressively responsible experience in program monitoring, accountability, educational evaluation, categorical program administration, charter school operations, educational administration, or related field. Experience in developing and monitoring instructional strategies in a research model is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current state and federal laws, regulations, and codes applicable assigned program.

District educational initiatives, programs, and policies.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Data analysis processes in relation to instructional planning.

Principles and practices of administration, supervision, and training, including professional development.

Principles and techniques of budget preparation and control.

**ABILITY TO:**

Maintain and upgrade knowledge and skills related to job requirements.

Operate microcomputers and related software applications.

Plan, organize, and manage work of assigned staff.

Make presentations and conduct training, including professional development.

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively both orally and in writing.

Interpret, apply, and explain district, state, and federal policies, procedures, rules, and regulations.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.

**PHYSICAL REQUIREMENTS:**

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.

Job Code 1600 (Classified Management position)

Job Code 1575 (Certificated Management position)

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