

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, Supplemental Educational Services and Extended Day Programs	REPORTS TO:	Executive Director, Teacher Preparation and Support Division
DEPARTMENT:	Extended Learning Opportunities	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	026 AASD
ISSUED:	December 13, 2005		

BASIC FUNCTION:

Plan, organize, monitor and direct the district's Supplemental Education Services (SES) Program of No Child Left Behind in accordance with district, state and federal guidelines and requirements and the Extended Day Reading and Mathematics programs.

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

Direct the administration of the Supplemental Educational Services component of No Child Left Behind with for-profit and non-profit state-approved providers. *E*

Plan, organize, and execute a marketing and communication plan for the district's Supplemental Educational Services program that includes parent communication, provider fairs, media attention, meetings, task groups, etc. *E*

Oversee the development and/or refinement of program databases, billing and tracking procedures, and student attendance monitoring. Monitor program quality and compliance; develop, administer, and analyze results of parent and school questionnaires. *E*

Develop and execute contracts with SES providers. Monitor provider compliance with the district contract, state-approved provider application, and state and federal guidelines and requirements. Create and implement monitoring protocols; write reports, prepare compliance documents and responses to external entities seeking information about the SES program. *E*

Direct the administration of the district's Extended Day Reading and Mathematics programs. Oversee and facilitate the selection of curriculum, professional development for teachers and home/school communication. *E*

Represent the division on district committees, work groups, task forces, and at community meetings. *E*

Monitor expenditure of funds within assigned areas or responsibility. *E*

Plan and execute annual contracting process with providers; offer technical assistance as necessary to prospective providers. Follow up to ensure all elements of the contract are in place prior to providers beginning service. *E*

Work with Standards, Assessment, and Accountability to develop or identify assessment tools to measure the effectiveness of the SES program. *E*

Review existing and pending legislation related to procedural guidelines for assigned functions and recommend origination, modification, or support of legislative measures. *E*

Develop district policies and procedures for the operation of SES and Extended Day Reading and Mathematics Programs that are consistent with state and federal guidelines and regulations. *E*

Select, assign, train and evaluate performance of assigned certificated and classified staff. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to a master's degree in Education or a related field and 4 years progressively responsible experience in administrative leadership related to program planning, development, coordination, monitoring, and compliance is required. Project management experience preferably in educational compliance is highly desirable. Experience working with parents, non-profit organizations and educational companies is also highly desired. An Administrative Services Credential is required.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current state and federal laws, regulations and codes applicable to the No Child Left Behind Act in general and Supplemental Educational Services in particular.

Technical writing techniques.

District educational initiatives, programs, and policies.

Principles and techniques of budget preparation and control.

ABILITY TO:

Provide leadership and direction in the implementation of SES.

Ensure program compliance with state and federal guidelines and requirements.

Interpret, apply and explain legislation, regulations, policies and procedures.

Meet strict time lines and schedules.

Work independently with little direction.

Collaborate with others.

Plan, organize, and manage work.

Prepare comprehensive narrative reports.

Supervise and evaluate the performance of assigned staff.

Identify and resolve problems.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting; travel via employee vehicle.

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 write and read reports.

Job Code 1503

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