

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager I, Program	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-24/Management Salary Schedule

(Former Classification: Program Manager)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, coordinate, direct and administer categorical programs at an assigned site to provide students access to high quality learning options and a variety of activities to achieve their personal best; assist the principal in the implementation, monitoring and compliance of assigned programs to assist students to stay in school on target to graduate.

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.)

Plan, coordinate, direct and administer categorical programs at an assigned site including but not limited to extended learning opportunities for students; administer related instructional programs including articulation with secondary schools. *E*

Prepare, revise, submit and maintain school categorical program budgets and the allocation of funds for school site programs to ensure appropriate funding of resources and ensure the financial stability of the District. *E*

Organize the school advisory committees and site councils; serve as liaison between school and committees; serve as liaison for the school with the community, families and the District Office of State and Federal Programs; attend meetings. *E*

Train, supervise and evaluate the performance of staff; provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Identify, design, coordinate, plan and conduct staff in-service programs; select and monitor the activities of assigned permanent and substitute staff; coordinate and arrange for substitutes to provide timely educational services to students in support of student achievement. *E*

Assign students to classroom and conduct appraisals of student progress in a timely manner to ensure students learn at grade level and beyond to stay in school on target to graduate. *E*

Order equipment, materials and supplies for program to meet the needs of students and staff; maintain and monitor inventory to ensure appropriate usage of supplies and equipment to enhance student learning. *E*

Prepare and maintain a variety of narrative and statistical reports; and submit to the District and State departments as required. *E*

Participate in compliance reviews. *E*

Communicate with families and arrange appropriate conferences regarding categorical programs; develop categorically funded workshops and in-services for families, staff and teacher groups to ensure understanding of programs provided to assist students to learn at grade level and beyond. *E*

Implement the District's instructional program based on school needs; interpret test results and direct programs for children with special needs. *E*

Participate in the timely development of master schedule including classroom, resource center and office allocations to ensure appropriate support to students, families, staff and site; coordinate special events. *E*

Prepare newsletters, bulletins, minutes and agendas related to program activities. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years increasingly responsible supervisory and/or management or related experience in area of specialty; experience in pupil personnel services and teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid California Teaching Credential and Administrative Services Credential may be required based on assignments and/or area(s) of responsibility.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Management principles and practices including organization, supervision and training.
- Effective practices in math, reading and language arts as related to assigned duties.
- Statutes and regulations that guide categorical programs.
- Culture, life styles and educational and social needs of ethnic minority students and children of poverty.
- Curriculum, goals and objectives of the department as related to assigned duties.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.
- Oral and written communication skills.
- Operation of a computer to enter data, maintain records and generate reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Develop, implement and monitor curriculum and programs focused on successful student outcomes as related to assigned duties.
- Coordinate auxiliary services within the school.
- Establish and maintain effective relationships with a diverse range of staff, students, families and the public.
- Train, supervise and evaluate personnel.
- Monitor and evaluate student progress as related to assigned duties.
- Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines.
- Compile and verify data and prepare reports.
- Analyze student and school assessment data to develop student-centered goals for improving student achievement.
- Communicate, understand and follow both oral and written directions.
- Prepare and deliver oral presentations and in-services.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; drive a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze program reports; dexterity to operate a computer or other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions