

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, State and Federal Programs	REPORTS TO:	Assistant Superintendent, State and Federal Programs
DEPARTMENT:	State and Federal Programs	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Project Coordinator)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); Assist District schools in the designing, implementation, monitoring and evaluation of quality and compliant categorical programs to provide for students access to high quality learning options to stay in school on target to graduate; ensure compliance with applicable federal, State or local laws, rules and regulations related to specific funding sources.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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, organize, and oversee the categorical programs and activities to provide timely delivery of services to meet the needs of the District; assist categorically funded District schools in the designing, implementation, monitoring and evaluation of quality and compliant categorical programs for students; direct non-public Title I programs. *E*

Review, approve or reject categorical requests for expenditures according to established procedures to ensure the financial stability of the District; screen paper and electronic requisitions, contracts and travel requests in a timely manner to meet the needs of the students, staff and sites; follow up on incomplete or non-compliant requisitions; refer issues or concerns to appropriate area office to resolve and provide solutions. *E*

Communicate to school sites, District offices, committees, families and community groups to provide technical assistance related to quality and compliant programs and budget development assistance; respond in a timely manner to inquiries by phone, email, and other modes of communication to meet the needs of the District and/or outside individuals/groups. *E*

Work collaboratively and build positive relationships with site and District personnel; follow up on compliance reviews with area office, principal and program managers to ensure timely delivery of services; provide assistance for outstanding compliance issues and related documentation as required. *E*

Develop and conduct research based in-service training programs related to categorical programs development, implementation and management to District site personnel and families in support of professional learning. *E*

Review site plans and budgets for categorical compliance and financial efficiency; meet with principals or designee and provide assistance for compliance issues prior to submission to the Board of Education for approval. *E*

Participate in the development of goals and objectives for assigned programs or activities in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Conduct orientations and provide specialized training sessions to new Program Managers and Principals; provide in a timely manner on-site and telephone assistance and troubleshooting as necessary to ensure efficient and effective operation of the assigned programs and activities. *E*

Collect, prepare and analyze a variety of narrative and statistical reports and data regarding non-public programs to deliver timely recommendations to assist in finding or increasing funding resources in support of providing students with educational opportunities to learn at grade level and beyond. *E*

Review Program Improvement Action Plan and school-wide Projects Plans; provide support information and assistance to schools related to development and implementation of plans and Economically Disadvantaged Youth (EDY) student progress; submit applications to the Board and California Department of Education for approval. *E*

Oversee and develop families involvement training materials and provide guidelines to Compensatory Education schools; maintain related records; supervise family trainers. *E*

Read and review legal updates, Board policy revisions, Board and cabinet minutes and other communications to maintain current knowledge of program rules, regulations requirements and restrictions. *E*

Supervise assigned employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years teaching experience or experience in pupil personnel services with some experience in categorical programs.

LICENSES AND OTHER REQUIREMENTS:

Teaching Credential and/or Pupil Personnel Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable sections of the State Education Code and other applicable laws.
- Policies and objectives of assigned program and activities.
- Title I policy and guidelines.
- California Department of Education program advisories.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and enter data, maintain records and generate reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.
- Principles and practices of management.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and coordinate categorical programs within assigned area.
- Review, approve or reject categorical requests for expenditures according to established procedures.
- Develop and conduct in-service training programs related to categorical programs
- Determine program eligibility based on applications and supporting documentation.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Communicate, understand and follow both oral and written directions.

Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Work independently with little direction and many interruptions.
Establish and maintain productive working relationships with a diverse range of people.
Operate a computer and assigned office or security equipment.
Make presentations and deliver in-services in area of specialty.
Plan, prioritize and organize work to meet schedules and time lines.
Learn new or updated computer systems and programs to apply to current work.
Provide direction and support to leaders and staff in support of district goals and initiatives.
Design and implement a wide variety of professional learning opportunities
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; distraction from office activities; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions..

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; seeing to read applications; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; 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