MARIN COUNTY OFFICE OF EDUCATION
ASSISTANT PROGRAM MANAGER
Job Description

Brief Description of Position:

Provides support to a Program Manager, Director or Assistant Superintendent in planning, coordination, and organization of assigned projects.

Duties and Responsibilities:

1. WORKS AS PART OF DIVISION OR PROGRAM MANAGEMENT TEAM

   Quality Indicators (Q.I.)*
   a) effectively communicates and shares ideas with other team members
   b) demonstrates initiative as member of management team
   c) participates in intra-office or regional activities, i.e. policy board, special projects, staff meetings
   d) follows established procedures

2. PROVIDES LEADERSHIP IN STAFF DEVELOPMENT ACTIVITIES

   Q.I.
   a) plans, prepares materials and implements trainings
   b) acts as a facilitator in specific program areas when appropriate
   c) monitors participant evaluations and makes revisions as necessary

3. SUPERVISE AND EVALUATE ASSIGNED CLASSIFIED PERSONNEL IN ACCORDANCE WITH MCOE ESTABLISHED POLICIES AND PROCEDURES

   Q.I.
   a) evaluates personnel performance and provides feedback and appropriate follow-up
   b) makes recommendations for program staffing
   c) demonstrates knowledge of current employee contracts

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1 * A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.
d) timely notification of vacancies and/or over staffing

e) cooperates with personnel office

f) establishes and monitors work hours/schedules of staff

4. **DEMONSTRATES ABILITY TO PLAN, ORGANIZE AND IMPLEMENT ASSIGNED PROGRAMS**

**Q.I.**

a) develop written proposals which may include grants, curriculum, and special programs

b) demonstrates ability to develop materials for trainings, specific projects and new programs

c) meets deadlines for required presentations and reports

d) shows evidence of a system to accomplish tasks, such as flow chart, tickler system, calendar, etc.

e) makes recommendations to supervisor regarding assigned programs

5. **PROVIDES SUPPORT TO OTHER MCOE PROGRAMS**

**Q.I.**

a) participates in intra-office activities, e.g. task forces, evaluation studies, special projects, community relations

b) observes office programs other than ones for which manager is responsible

6. **ESTABLISHES AND MAINTAINS COOPERATIVE RELATIONSHIPS WITH OUTSIDE GROUPS WHICH MAY INCLUDE, BUT NOT BE LIMITED TO PARENTS, COMMUNITY ORGANIZATIONS, SOCIAL SERVICES AND LOCAL BUSINESS**

**Q.I.**

a) evidences clear communication of program to the public

b) works closely with public agency boards, committees, staffs

c) cooperates with organizations providing direct support to MCOE programs

d) explores community resources for additional program support
7. KNOWS AND IMPLEMENTS FEDERAL AND STATE REGULATIONS PERTINENT TO ASSIGNED PROGRAM

Q.I.

a) actively seeks current legislation information and direction from a variety of appropriate sources, e.g. legislative newsletter, supervisor, state and federal officials

b) documents evidence of compliance with program regulations

8. PARTICIPATES IN ACTIVITIES DESIGNED TO PROMOTE PROFESSIONAL GROWTH

Q.I.

a) attends workshops, classes, inservices, conferences or other related professional activities

b) demonstrates knowledge of current job related skills