

**MARIN COUNTY OFFICE OF EDUCATION
PROGRAM MANAGER
Job Description**

Brief Description:

Works under the supervision of a director or assistant superintendent and is responsible for the daily operation of assigned programs including, but not limited to supervision and evaluation of assigned staff, fiscal accountability and instructional leadership.

Duties and Responsibilities:

1. SUPERVISE AND EVALUATE PROGRAM PERSONNEL IN ACCORDANCE WITH MCOE ESTABLISHED POLICIES AND PROCEDURES

Quality Indicators (Q.I.)*¹

- a) evaluates personnel performance and provides feedback and appropriate follow-up
- b) regular, scheduled observation of instructional staff with follow-up conferences
- c) makes recommendations for program staffing
- d) demonstrates knowledge of current employee contracts
- e) timely notification of vacancies and/or staffing
- f) cooperates with personnel and business offices
- g) demonstrates appropriate interview skills
- h) is aware of current credentials required for program staff
- i) establishes and monitors work hours/schedules of staff

2. PROVIDES LEADERSHIP TO ASSIGNED PROGRAM STAFF

Q.I.

- a) frequently disseminates pertinent program information to staff
- b) meets regularly with staff in an organized fashion

¹ * A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.

- c) facilitates problem solving
- d) regular review of office policies and procedures
- e) regularly reviews program quality and develops plans for implementation of desired improvements, with staff

3. INSURES SMOOTH, DAILY OPERATION OF ASSIGNED PROGRAMS

Q.I.

- a) assists staff with problems relating to program
- b) informs supervisor of program activities
- c) has a system for being contacted when away from office
- d) has a back-up system so that sites can function when manager is unavailable
- e) has systems for intra-program communication
- f) communicates with host site and staff
- g) provides/facilitates case management when necessary
- h) insures implementation of student discipline policies and procedures when necessary
- i) recommends implementation of maintenance and repairs of facility

4. MANAGES PROGRAM FUNDS

Q.I.

- a) interprets and monitors a budget
- b) maintains records to insure budget compliance
- c) participates in budget development, anticipating future financial needs
- d) prepares and submits required financial reports in a timely manner

5. DETERMINES NEEDS FOR, AND PROVIDES, APPROPRIATE STAFF DEVELOPMENT

Q.I.

- a) documents assessment of staff development needs

- b) demonstrates knowledge of internal and external staff development resources and informs staff of these opportunities
- c) records staff involvement in professional development activities
- d) insures staff participation in needed staff development activities

6. 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

7. ESTABLISHES AND MAINTAINS COOPERATIVE RELATIONSHIPS WITH OUTSIDE GROUPS WHICH MAY INCLUDE, BUT NOT BE LIMITED TO PARENTS, COMMUNITY AND VOLUNTEER ORGANIZATIONS, SOCIAL SERVICES, LOCAL BUSINESS AND LAW ENFORCEMENT AGENCIES

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

8. ACTIVELY PARTICIPATES IN DIVISIONAL STAFF MEETINGS

Q.I.

- a) regularly attends meetings
- b) initiates relevant agenda items
- c) shares ideas and opinions about agenda items

9. INSURES TIMELY SUBMISSION OF REQUIRED PROGRAM REPORTS SUCH AS ATTENDANCE DOCUMENTS, COMPLIANCE REVIEW MATERIALS OR FINANCIAL SUMMARIES

Q.I.

- a) meets deadline for required reports
- b) shows evidence of a system to meet deadlines such as calendar, tickler system, flow chart

10. PLANS, DEVELOPS AND IMPLEMENTS NEW PROGRAMS, SERVICES OR OTHER PROJECTS AS APPROPRIATE

Q.I.

- a) develops written proposals for new programs and services
- b) indicates creativity and flexibility in new program development

11. KNOWS AND IMPLEMENTS NEW PROGRAMS, SERVICES OR OTHER PROJECTS AS APPROPRIATE

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

12. EFFECTIVELY COMMUNICATES

Q.I.

- a) is readily accessible to staff
- b) actively encourages parents, staff and interested others to communicate their concerns and ideas
- c) demonstrates interest in, and acts on, expressed issues of concern and ideas

13. EFFECTIVELY SOLVES PROBLEMS

Q.I.

- a) acknowledges existence of a problem, or difficulty, when evident

- b) considers pertinent, available information in reaching decisions
- c) monitors the effects of decisions and is willing to reconsider decision if expected results are not achieved

14. 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 educational techniques