

**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.)\*<sup>1</sup>

- 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

---

<sup>1</sup> \* 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