

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - CATEGORICAL & SPECIAL PROJECTS

BASIC FUNCTION:

Under the direction of the Director II-Categorical & Special Projects, provides technical and parent engagement support and staff training for County Office categorical programs in areas related to development, monitoring and evaluation of school sites implementation, in-service, multicultural awareness and understanding, parent involvement, education and auxiliary services components.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides technical and parent engagement support and staff training in areas related to development, monitoring and evaluation of school sites implementation, in-service, multicultural awareness and understanding, parent involvement, education and auxiliary services components.

Provides consultation on curriculum selection, implementation and evaluation including academic core curriculum designed to meet the needs of underperforming students.

Assures compliance with federal and State regulations and codes related to categorical programs; responds to and resolves compliance-related issues.

Provides training and support in the collection and analysis of data reports and school plans; disseminates annual categorical evaluations.

Develops, revises and prepares local instruments for categorical needs assessment, evaluation, student profiles and student selection.

Works with the County Office business, accounting and personnel offices to coordinate program budgets and operations; assists districts with budget planning as needed.

Provides staff training and advises school site program specialists; provides staff development and leadership to school and project personnel.

Attends and conducts a variety of meetings as assigned; participates on and provides support to a variety of advisory and other committees; serves as a member of assigned teams.

Prepares and maintains a variety of records and reports related to assigned activities; prepares records from various meetings and maintains California Department of education categorical documentation.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Adult learning theory to support effective staff development.
Parent education expertise to support student learning and parent engagement facilitation skills.
County Office policies and practices, and school administrative practices.
Diverse academic, socioeconomic, cultural, awareness of students' disabilities, and ethnic backgrounds of students.
Record-keeping techniques.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Provide support and training in areas related to development, monitoring and evaluation of school sites implementation, in-service, multicultural awareness and understanding, parent involvement and education and auxiliary services components.
Assist with curriculum development and developing, assessing and modifying systems for school management and improvement.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Review student work and staff suggestions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field, four (4) years of teaching experience and three (3) years site administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

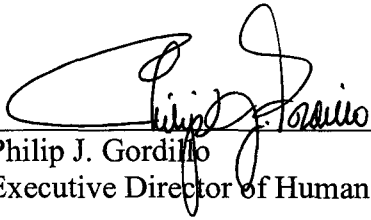
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Approved: _____


Philip J. Gordillo
Executive Director of Human Resources

7/01/2011
Date