

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - MIGRANT EDUCATION

BASIC FUNCTION:

Under the direction of the Director III-Migrant Education, plans, organizes and directs the services provided to Migrant Education students in assigned districts; provides guidance in the establishment of annual District Service Agreements (DSAs); supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and directs the services provided to Migrant Education students in assigned districts; assists assigned districts in creating effective programs, activities and services to migrant families including supplemental grants, policies, protocols, budgets and summer activities.

Provides guidance in the establishment of annual DSAs according to established federal and State mandates; coordinates the structure of personnel, intervention programs, fiscal capacity, assessment and evaluation necessary to achieve DSA goals; provides fiscal guidance in the submission of claims and the formulation of revisions and amendments to their budget.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Establishes coordination and facilitates the collaboration of efforts between the districts assigned and the Regional Migrant Office; assists regional personnel with activities, reports, workshops and trainings as directed; collaborates with other district, community, regional, State and federal specialists, departments, agencies or offices to provide support, guidance, training and direct/indirect services that are in alignment with the meeting of DSAs.

Coordinates the establishment of intervention programs for migrant students according to the DSA; coordinates advocacy for migrant students to assess school, district, State and federal programs; assesses the effectiveness of projects or interventions and determines need to continue, modify, improve or eliminate projects as appropriate.

Determines appropriate personnel for migrant students and parent populations to meet the DSA; assures personnel receives proper training and current State instruction in meeting State and federal expectations of the program; secures and maintains related accoutrements, equipment, hardware, software and materials.

Assists with Migrant Education parent activities and concerns including PAC meetings, elections and bylaws.

Provides technical expertise, information and assistance to the Director regarding assigned activities and districts; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; receives and responds to e-mails and phone calls in a timely manner.

Participates in the development and maintenance of assigned Migrant Education budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings, workshops and trainings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the services provided to Migrant Education students and families.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of migrant families.
General budget preparation and control.
Migrant Education identification and recruitment policies and procedures.
Interventions available for the needs of migrant families and their children.
Oral and written communication skills in English and a designated second language.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the services provided to Migrant Education students in assigned districts.
Provide guidance in the establishment of annual DSAs according to established federal and State mandates.
Supervise and evaluate the performance of assigned staff.
Serve as an informational resource to migrant families concerning program services, activities, policies and procedures.
Communicate effectively both orally and in writing in English and a designated second language.
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 comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in a related field and four (4) years increasingly responsible experience in migrant education programs.

LICENSES AND OTHER REQUIREMENTS:

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

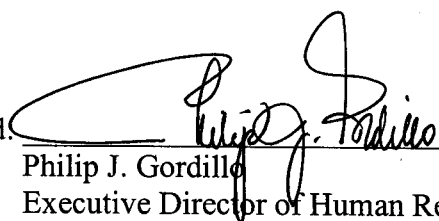
WORKING CONDITIONS:

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:  _____ 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources