

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.

ACTIVITIES

10% Parent Advisory Council (PAC): Plans, coordinates and facilitates implementation of regional PAC trainings and meetings, parental involvement and supports and monitors PACs for participating districts.

10% Identification and Recruitment (ID&R): Collaborates with ID&R supervisor to coordinate and monitor quality control of identification and recruitment process to assure eligible students are enrolled in the program and that students meet the federal and state requirements.

3% Other Education Health, Nutrition and Social Services: Collaborates with the Health Coordinator to coordinate and facilitate the provision of health, nutrition, social, and mental services for students and families enrolled in the Migrant Education Program.

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, ABILITIES AND COMPETENCIES:

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.

Manager – Migrant Education - continued

Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential;
Valid California Teaching Credential or Pupil Personnel Services Credential
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work within the counties of Region 1.

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

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Larry Oshodi
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11/3/2022 | 9:45 AM PDT

Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date

Revised 7/18/16: Added Pupil Personnel Services Credential under Licenses and Other Requirements
Revised 6/22/17: Activities added under Basic Function
Revised 11/3/22: Reviewed at Cabinet level (no language revisions); LT Competencies added; signature updated.