



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Manager, Alternative Education English Learner & Title III Services

Class Code: 1395

Work Days: 225

GENERAL PURPOSE

Manage, plan, and coordinate specified activities and services required of and provided by Title III funding; ensure Title III compliance with local, state, and federal mandates; serve as a resource for Alternative Education Administration; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over management, professional, technical, and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
2. Coordinate organization and operational activities for Title III Programs with responsibility for serving students qualifying for Title III support.
3. Design and deliver a variety of training seminars and workshops related to Title III programs; provide consultation and technical assistance to ACCESS Administration and school sites.
4. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
5. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
6. Plan, prioritize, assign, and review the work of staff; prepare work schedules for appropriate staff.
7. Establish and maintain collaborative relationships with community service providers.
8. Research and respond to Title III questions and concerns from instructional and administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

9. Attend and participate in professional group meetings; stay abreast of Title III trends and legislative issues.
10. Develop recording and documentation systems as needed under contract guidelines and Title III requirements.
11. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
12. Participate in the development and administration of the program budget; project funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Basic operation, services, activities, and guidelines of Title III Programs.
4. Pertinent federal, state, and local legislative regulations.
5. Basic procedures, methods, and techniques of budget control.
6. Recent developments and sources of information related to Title III programs.
7. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the program.
8. Modern principles and practices of program development and implementation.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, professional, technical employees, and/or clerical personnel; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Plan, implement, and facilitate activities and procedures designed to ensure the successful completion of projects.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.

Ability and Skill to (cont.):

8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in education or a related field and four years of increasingly responsible experience in programs and services including two years of experience with Title III programs or grant-funded programs.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with moderate to high pressure.

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