



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

Manager, External Programs

**Class Code: 1479
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate specified activities and services required and funded by external programs, including Titles I and II; ensure compliance with local, state, and federal mandates; coordinate assigned activities with other units, divisions, ACCESS school sites, and outside agencies; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over professional, technical, and 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. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Coordinate organization, staffing, and operational activities for external programs.
 3. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
 4. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 5. Plan, prioritize, assign, and review the work of staff responsible for providing services for external programs; prepare work schedules for appropriate staff.
 6. Participate in the development of curriculum and instructional techniques supplementing the training of instructional staff.
 7. Represent Division of Alternative Education at conferences and departmental meetings.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Participate in the development and administration of budget for external programs; project funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
10. Assist in the coordination of services to be provided by community-based agencies; coordinate training and implementation.
11. Research and respond to questions and concerns from instructional and administrative staff regarding external programs.
12. Attend and participate in professional group meetings; stay abreast of trends and legislative issues related to external programs.
13. Oversee Federal Program Monitoring for OCDE.
14. Develop recording and documentation systems as needed under contract guidelines and external program requirements; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
15. Promote external programs; prepare flyers, pamphlets, and brochures, as well as instructional events including guest speakers.
16. Must demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operation, services, activities, and guidelines of external programs.
2. Pertinent federal, state, and local legislative regulations.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
6. Basic procedures, methods, and techniques of budget control.
7. Recent developments, current literature and sources of information related to Title I programs.
8. Community-based organizations, educational agencies, law enforcement agencies, other local, state and federal agencies related to the program.
9. 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, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Plan, organize, and administer complex, activities and services required by external programs.
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.
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, administration studies, or a related field, and four years of increasingly responsible experience with external or federal programs or grant-funded program operation.

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 high pressure.

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