

JOB DESCRIPTION

JOB TITLE: *Program Manager I - Migrant Education (9140)*

Job Summary:

To plan, organize, and manage activities of a single-faceted, small to medium-sized educational or support program or a significant segment of a large regional program; to supervise program staff in providing assigned educational or support services; to coordinate activities with other divisions, school districts, and agencies; and to provide complex staff assistance to administrative personnel. Assume administrative and program responsibilities which may include a variety of related supplemental service components.

Essential Job Functions:

- < Supervises/Manages goals, objectives, policies, procedures, component budgets and contractual agreements to provide leadership and ensure compliance with established laws and regulations.
- < Implements accountability requirements in areas of responsibility.
- < Monitors/Reviews service agreements, budgets, employees' work products, curricula, procedures, and school-wide programs for quality assurance and program compliance, to assess students' progress, and to ensure the continuity of services.
- < Trains/ Evaluates certificated/classified employees to assist staff in setting personal objectives and goals and to evaluate job performance.
- < Develops/Implements staff development/TT7 Tfe7 program planning, policies, procedures, school level planning, processing, summer school TT7 Tfe7 rent/training pT7 Tfe7 and service agreements to ensure that students receive quality services and achieve