

# Sweetwater Union High School District

## PROGRAM MANAGER

### **Purpose Statement**

The job of Program Manager is done for the purpose/s of researching, developing and implementing program/s specific information and processes; ensuring effective and efficient program/s functioning; and assessing program/s effectiveness and compliance with all relevant laws and regulations.

### **Essential Functions**

- Responds to all program specific school requests as needed and/or assigned for the purpose of ensuring program effectiveness, assisting in improving student achievement and complying with all relevant regulations.
- Develops proposals, new programs, budgets and grant opportunities as assigned for the purpose of meeting District goals.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Coordinates the development and selection of materials appropriate to the program; makes recommendations to schools concerning the use of relevant and current instructional materials.
- Initiates communications with a variety of parties (e.g. school sites, other district offices, community organizations, regulatory organizations, funding sources, parents, etc.) for the purpose of ensuring program effectiveness, assisting in improving student achievement and complying with all relevant regulations.
- Conducts meetings with various internal and external parties (e.g. district staff and administration, community organizations, parents, etc.) for the purpose of coordinating activities and ensuring that program outcomes achieve school, district and/or state objectives.
- Attends meetings, conferences, workshops, etc. for the purpose of understanding program changes and updating and implementing district procedures.
- Maintains student records for the purpose of complying with mandated requirements.
- Prepares materials in a variety of (written and electronic) formats (e.g. reports, memos, letters, requests, forms, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Files and maintains documents in a wide variety of (written and electronic) formats (e.g. student records, program reports, etc.) for the purpose of ensuring program effectiveness, confidentiality and complying with mandated requirements.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying, utilizing and interpreting assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee assigned budget; perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw

conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age and/or language appropriate instructional activities; appropriate telephone etiquette; specifics of assigned program; principles and practices of budget preparation and administration; and stages of child language development.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Master's degree from an accredited college or university with major course work in education or job related area, and three years of successful secondary teaching experience or three years of experience and a working knowledge of applicable program.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License  
California Teaching Credential  
California Administrative Services Credential or  
Certificate of Eligibility

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background  
Clearance

*"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*