

JOB DESCRIPTION

October 2024

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM MANAGER, COMMUNITY SCHOOLS

General Purpose:

A Program Manager, Community Schools is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Program Manager, Community Schools, is responsible for the development and implementation of community schools within the Local Educational Agency (LEA) in alignment with the California Community Schools Partnership Program (CCSPP) grant. In addition, this position is responsible for supporting schools within the LEA in developing Multi-Tiered System of Supports (MTSS) and activities at each tier for students and families. This is a classified management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Develops and implements community school programs to meet expected outcomes and grant deliverables in alignment with the California Community Schools Partnership Program.
- Assists schools within the LEA in removing barriers preventing student participation and meaningful engagement.
- Collaborates with county mental health, probation, social services, and law enforcement regarding selected at-risk students involved with those agencies.
- Provides and supports learning strategies at all levels of the Multi-tiered system framework.
- Facilitates community school services at school sites to serve students and families.
- Analyzes data related to selected at-risk students including attendance, behavioral and academic data.
- Works with school site teams in developing support plans for selected students.
- Establishes and maintains clear communication and cooperative working relationships with various educators, agencies, and community groups.
- Implements training for LEA and school teams.
- Implements parent education activities and projects.
- Assists in the development and implementation of an integrated, coordinated, and coherent system of resources and supports to meet identified school needs.
- Ensures compliance with state and federal regulations, policies, and procedures.
- Supervises and evaluates assigned personnel.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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Education:

- A Bachelor's degree in a job-related area is required.
- A Master's degree in a job-related area is preferred.

Experience:

- History of successful interagency experience preferred.
- Experience in tools and strategies related to Family Systems and MTSS preferred.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules, and regulations impacting systems serving children and families especially related to confidentiality.
- Skills in effective oral and written communication.
- Skills in presenting learning, mental health, behavioral intervention strategies to large groups.
- Ability to lead collaborative efforts with a variety of disciplines and agencies.
- Ability to work independently and as part of a team.
- Ability to organize and analyze data.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.
- Ability to conduct trainings.
- Ability to maintain and improve professional skills and knowledge.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, school, or agency environment with continuous contact with students, staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation

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- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 16

Reviewed and Approved:

Superintendent: _____

Human Resources: _____

Date: _____

Date: _____