

JOB DESCRIPTION**JOB TITLE: Program Manager - CHOICES (1753)****Job Summary:**

The Program Manager - CHOICES directs the work of the CHOICES service unit in the Instructional Services Division collaboratively with the Program Director - School-to-Work. S/he supervises personnel providing prevention education services to schools in the county as well as the clerical staff supporting them. The Program Manager reports to the Assistant Superintendent, Instructional Services.

This position is dependent upon categorical and grant money. The position will exist as long as there is such money to fund it.

Essential Job Functions:

- ▶ Manages implementation of youth development and drug, alcohol, gang, and violence prevention programs to meet the prevention needs of clients, school districts, and agencies.
- ▶ Facilitates meetings to work with staff, clients, and colleagues.
- ▶ Interacts with youth and community members to assess, implement, and evaluate programs.
- ▶ Develops and maintains working relationships with agencies, departments, community-based organizations, and community groups to assess, implement, and evaluate programs.
- ▶ Supervises and evaluates staff to implement programs effectively.
- ▶ Develops and manages budgets to support programs.
- ▶ Creates reports, presentations, program evaluations, and correspondence to implement programs.
- ▶ Negotiates memoranda of understanding (MOU) with school districts and agencies to further the work of programs.
- ▶ Develops grant applications to obtain funding.
- ▶ Develops collaborative working relationships to accomplish the work of CHOICES.
- ▶ Represents Tulare County Office of Education and CHOICES to further the work of Tulare County Office of Education and CHOICES.
- ▶ Scans the external environment to anticipate the needs of clients.
- ▶ Assesses the effectiveness of CHOICES to determine program effectiveness in meeting the needs of clients.
- ▶ Submits required documentation to meet the needs of the funding sources.
- ▶ Serves as a member of the Instructional Services Management Council to represent CHOICES and participate in the management of the division.

Experience Required:

- ▶ Successful classroom teaching, K-12
- ▶ Three years of increasing responsibilities in a school or county office
- ▶ Administrative experience desirable
- ▶ Experience as a member of a self-directed team or comparable situation preferred.

Skills, Knowledge and/or Abilities Required:

- ▶ **Knowledge of:**
 - current youth development theory and principles
 - current management and supervision strategies
 - current approaches to drug, alcohol, gang, and violence prevention
 - current approaches to mentoring
 - character education
 - current approaches to working with youths "at risk"
 - self-directed work teams
 - collaborative work strategies
 - budget development and management
 - funding sources to support youth development; drug, tobacco, alcohol, gang and violence prevention
 - uses of technology in administrative work, presentations, staff development, teaching
 - County Office of Education structure and function
 - school district structure and function
 - alternative activities for youth
 - adult learning theory
 - gang culture and activity in Tulare County
- ▶ **Ability to:**
 - interact with diverse people
 - supervise/direct the work of others
 - delegate work to others
 - maximize effectiveness using technology
 - facilitate groups
 - communicate effectively orally and in writing
 - travel throughout county, region, and state using own transportation
 - make public presentations to large and small groups
 - lift and move items of up to 100 pounds, usually with assistance from another person
 - mentor others
 - model and form collaborative work strategies
 - develop fundable grant applications
 - develop and manage budgets
 - develop, implement and evaluate prevention and mentoring programs
 - communicate effectively via the telephone
 - establish a positive, supportive work environment
 - conceive, plan, carry out and evaluate projects
 - anticipate client needs
 - create and maintain an energetic enthusiastic work environment
 - maximize staff potential
- ▶ **Skills to:**
 - work with word processing, spreadsheet, database, e-mail and Internet applications preferred.

Education Required:

- ▶ Masters Degree preferred.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California Administrative Credential
- ▶ Valid California Driver's License and proof of automobile insurance.

Other Requirements:

- ▶ Bilingual preferred.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.