



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROGRAM DIRECTOR

DEFINITION:

Under direct supervision of Administration, the Program Director I will provide oversight for a designated program within Tehama County Department of Education. This position is the first level within the Program Director classification and is responsible for planning and executing designated program goals and objectives with an emphasis on serving the children of Tehama County through community collaborations and partnerships.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Manage designated program(s) and supervise staff at all sites (if applicable).
- Develop and implement a detailed timeline of activities based on the needs at each site.
- Interface and develop strong relationships with all community partners and public agencies to promote services, including public presentations/education to promote the program in the community.
- Design strategies to encourage active participation by parents, public, and private providers to ensure an array of preventive and support services for children and families.
- Refer preschool and school age students to appropriate setting.
- Develop and present information to the public to promote program in the community.
- Represent the program at all levels of policy-making and program development (i.e., district, city, regional, and state) and integrate internal and external resources.
- Participate in the selection, assignment, supervision, and evaluation of personnel; act as a resource to staff in problem solving and providing feedback regarding issues that may arise.
- Establish program evaluation systems, including an evaluation plan and data collection that coordinates with the state system of evaluation, including timely submission of required reports.
- Prepare reports and maintain records; review for accuracy all reports and records of participating agencies.
- Research funding sources to ensure the long-term sustainability of the program(s) in the community.
- Monitor budgets and expenditures for the purpose of ensuing expenses are within budget and sound fiscal practices are followed.
- Drive frequently for department business.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in a human services field (i.e. social work, counseling, public administration, education, psychology) is required.
- Two years' experience working in or with education systems (early childhood and K-12) or related field (social work, public administration, business administration).
- Acceptable experience can be substituted for education on year for year basis up to two (2) years with an AA degree.
- Experience with developing and monitoring budgets.
- Valid California driver license and evidence of insurance.
- Bi-lingual (Spanish and English) and bi-cultural skills desirable.

KNOWLEDGE OF:

- Federal and State accountability systems and sanctions.
- Federal, State and Education codes, laws and regulations regarding programs, assessment,



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- data collection, and accountability.
- Principals of providing work direction, guidance and effective evaluation/feedback to assigned staff.
- Various forms of data collection and analysis for purposes of tracking program effectiveness and ability to present that information to multiple groups/agencies.
- Early Childhood Education and/or K-12 programs (depending upon the program assigned).
- Variety of computer programs (Microsoft, Excel, Escape, etc.).

ABILITY TO:

- Communicate effectively both orally and in writing with staff, administration, school site personnel, district administration, and community stakeholders.
- Deal appropriately with a wide variety of personalities and situation requiring poise, friendliness, and diplomacy.
- Analyze situations accurately and adopt an effective course of action.
- Create and implement long-term and short-term goals of assigned program.
- Conduct effective meeting and staff development activities.
- Supervise, motivate, train and evaluate staff.
- Work independently with little direction and maintain current knowledge in the program assigned.
- Speak, read and write appropriate English.
- Understand and carry out oral and written instructions/direction with minimal supervision.
- Type and have computer skills at a level necessary for expected job performance.
- Establish and maintain cooperative working relationships.
- Work flexible hours.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:


Salary and work year to be established by County Superintendent.

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: August 7, 2017