

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR-SECONDARY EDUCATION

BASIC FUNCTION:

Under the direction of the Director-Career and Educational Options, assist in the planning, implementation and evaluation of elementary and secondary education supplementary programs; maintain current knowledge of State and federal legislation and regulations affecting supplementary education programs; monitor and provide support to school site staff. Serve as liaison between the Secondary Education Department and Facilities and Planning Department regarding District student housing concerns (year round conversions, interim housing implementation and educational specifications).

ESSENTIAL FUNCTIONS:

Assist in the planning, implementation and evaluation of assigned supplementary education programs; provide leadership to supplementary education programs in the implementation of differentiated curriculum, standards-based instruction, and appropriate assessments to assure students have opportunities to learn and achieve in appropriate environments.

Maintain current knowledge of State and federal legislation and regulations affecting supplementary education programs.

Oversee the day-to-day management of supplementary education programs; collaborate with principals and site staff to meet the needs of staff, students and parents at school sites.

Coordinate professional development activities such as in-services, for teachers, instructional assistants and other staff based on annual needs assessments.

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; develop and present formal status reports.

Oversee a variety of District-wide programs applicable to secondary-level students; participate in the planning, implementation and reporting of assigned programs.

Participate in District-wide curriculum planning; provide for proper articulation between the District, colleges and administrators.

Serve as Academic Coach for assigned school site.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Assist with the development and preparation of the budgets for assigned supplementary education programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review and assist with budget requests and approvals to assure equity of resources at assigned sites.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various school sites for program monitoring.

Attend and conduct a variety of meetings as assigned; represent the Office of Secondary Education at assigned group meetings and through professional and District committees.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, regulations, needs assessment, applications, objectives, goals and compliance of District supplementary education programs.

Effective programs for “at-risk “ and special needs students.

California State Frameworks and grade level standards for K-12 education and curriculum trends.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping techniques.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

ABILITY TO:

Assist in the planning, implementation and evaluation of supplementary education programs.

Maintain current knowledge of State and federal legislation and regulations affecting supplementary education programs.

Develop and present formal status reports.

Communicate effectively both orally and in writing.

Work with diverse communities and school groups.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in a related field and three years experience in teaching or educational administration.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to monitor programs.