

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR, STUDENT PROGRAM

BASIC FUNCTION:

Under the direction of the Director III, Student Programs, organize and direct the operations, instructional activities and training functions of an assigned program; coordinate communications, information, projects and personnel to assure smooth and efficient delivery of services; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations, instructional activities and training functions of an assigned program; monitor, evaluate and adjust program and services in response to student needs; assure activities comply with established, laws, codes, regulations, policies and procedures.

Coordinate communications, information, projects and personnel to assure smooth and efficient delivery of services; develop and implement program and service schedules, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Serve as a liaison and coordinate communications and information related to assigned program and services between administrators, personnel, school districts, outside organizations, the public and various local and State agencies; assure proper and timely resolution of related issues and conflicts.

Organize and direct operations and activities involved in the recruitment of students for participation in assigned programs and services; identify and assist appropriate schools, agencies or other organizations with integrating assigned programs and services.

Develop and maintain instructional standards as required; provide services to enhance staff and instructor understanding of instructional practices, materials, guidelines, requirements and strategies related to assigned services.

Monitor and assess the instructional effectiveness and outcomes of assigned program and services; develop and implement policies and procedures to enhance the instructional effectiveness and outcomes of assigned programs and services.

Develop annual preliminary budgets for assigned program and services; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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Prepare and maintain of a variety of narrative and statistical records, reports and files related to assigned program, services, students, personnel, grants, budgets and assigned duties.

Develop and implement outreach and marketing activities to facilitate and enhance community awareness of and participation in the program; research, obtain and maintain grants and other funding sources as assigned; prepare grant proposals and negotiate contracts as required.

Maintain current knowledge of instructional methods, practices and standards related to assigned program and related laws, codes, regulations, policies and procedures; modify services to assure compliance with standards and requirements.

Research, compile and analyze a variety of technical data and information related to assigned programs and services; develop, prepare and distribute presentation, training, marketing, recruitment and informational materials.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and conferences; represent the County Office and assigned program and services at various committees, councils, in-services, commissions and other events; prepare and deliver oral presentations concerning assigned programs and services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of the operations, instructional activities and training functions of an assigned program or project.

Instructional services, standards, requirements, principles, practices, techniques, theories and procedures related to assigned program.

Local, State and federal standards and requirements governing assigned program.

Recruitment and marketing practices and procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Organize and direct the operations, instructional activities and training functions of an assigned program or project.

Coordinate communications, information, projects and personnel to assure smooth and efficient delivery of services.

Train and evaluate the performance of assigned personnel.

Monitor, evaluate and adjust services in response to student needs.

Develop and implement program and service schedules, activities, goals, objectives, plans, strategies, systems, standards, projects, processes and procedures.

Organize and direct operations and activities involved in the recruitment of students for participation in assigned program.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Communicate effectively both orally and in writing.

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 and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years increasingly responsible experience working with instructional, training or similar activities related to assigned program.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.