

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 645
EXEMPT

PROGRAM COORDINATOR – MIGRANT EDUCATION

BASIC FUNCTION:

Under the direction of the Executive Director, Migrant Education, plan, organize, coordinate and implement the operations and activities of the federally mandated Migrant Education components for eligible migrant education students, which may include any of the following: regular year and summer/intersession academic services for migrant students ages 3-21, health services, identification and recruitment, parent involvement and special events to enhance educational effectiveness and efficiency of the Migrant Education Program; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate communications, information and resources to ensure smooth and efficient activities of assigned program areas; collaborate with administrators, personnel, outside agencies and the public to coordinate activities and programs, exchange information and resolve issues or concerns; coordinate and conduct a variety of special projects.
- Coordinate summits and forums as well as special events to enhance educational effectiveness and efficiency of migrant school age children; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Monitor and assess operations and activities of the various summer programs and special events for educational effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs; assist in the development and implementation of programs, functions, policies and procedures to enhance educational effectiveness and operational efficiency.
- Plan, coordinate, oversee and deliver parent presentations and workshops in the areas of migrant direct service, after school intervention programs, college awareness programs and general Migrant Education related areas such as assessment and instruction.
- Plan, develop, implement and conduct training sessions and other staff development activities for all program areas assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Provide complex technical information and assistance to the Executive Director regarding needs, issues and progress related to the Migrant Education Program; assist in the formulation and development of policies, procedures and programs.
- Serve as a technical resource concerning after school and early literacy intervention programs including framework, common core standards; and special events; visit migrant education office sites to monitor activities, conduct staff development, and assist personnel; respond to inquiries and provide detailed and technical information concerning related functions, activities, standards, requirements, timelines, laws, codes, rules, regulations, policies and procedures.
- Assist in the review and evaluating budgetary and financial data; ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of

the county office; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic budget preparation and control.
- Curriculum interpretation and application in the English Language Arts, English Language Development, Math and Science, Technology, Engineering and Math (STEM) programs and related instructional areas.
- Local, state and federal standards and requirements concerning the Migrant Education Program and the instructional area.
- Planning, organization, coordination and implementation of the operations and activities of direct services, college pathway programs, Out of School Youth, Identification and

Recruitment, parent involvement, health and wellness, early education and intervention programs.

- Policies and objectives of the Migrant Education Program and activities.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Principles of training and providing work direction.
- Promoting growth and development in school age children for any of the development domains, including but not limited to, language and literacy, health and physical development, social emotional development, creative arts, science, mathematics.
- Public speaking techniques.
- Research methods and report writing techniques.
- Record-keeping techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate communications, information and resources to ensure smooth and efficient activities of this assigned area.
- Monitor and assess operations and activities of the Migrant Education Program and Special Events for educational effectiveness and operational efficiency.
- Plan, coordinate and oversee operations and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements.
- Plan, develop, implement and conduct training sessions and other staff development activities.
- Plan, organize, coordinate and implement operations and activities of the Teaching Migrant Education Program and Special Events to enhance educational effectiveness and efficiency of the county office.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Education or related field.

- Master's degree preferred.

EXPERIENCE:

- Three years increasingly responsible experience to demonstrate the knowledge and abilities listed above.
- Migrant Education experience preferred.
- Bilingual Spanish preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others. Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2018