

MONTEREY COUNTY OFFICE OF EDUCATION

DIRECTOR MIGRANT EDUCATION PROGRAM

CLASSIFICATION: Certificated Management
SALARY LEVEL: 80
WORK YEAR: 225

DEFINITION:

Under the direction of the Senior Director of the Migrant Education Program, the Director of the Migrant Education Program is responsible for planning, organizing, coordinating and implementing professional development and support for regional programs; planning and coordinating assigned special projects and summer education programs; assuring curriculum, programs and student services meet the needs of migrant students; designing, coordinating, monitoring and reviewing regional migrant programs; supporting and evaluate the performance of assigned personnel.

SUPERVISOR:

Senior Director of Migrant Education

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, coordinate and implement professional development and support for regional programs
- Design, plan, implement and evaluate assigned projects and summer education programs; assure effectiveness of related curriculum and programs; maintain compliance with applicable laws, codes, rules and regulations
- Assure curriculum, programs and student services meet the needs of migrant students; collect and analyze student assessment data; monitor individualized learning plans; develop and monitor reports and student performance data regarding the attainment of program goals and objectives at regional, District and State levels
- Coordinate, monitor review, and evaluate regional migrant programs; review, interpret and implement State and federal laws and regulations; provide non-regulatory guidance related to Migrant Education
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Collaborate with school and district administrators and staff to ensure coherence between migrant programs and district services. Including access to facilities, staff development, and other resources needed for implementation of services
- Works with Migrant District Advisory Councils to engage parents in the planning, implementation, and evaluation of the Migrant program and coordinate council visits to programs

- Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and assigned software programs; operate other office equipment as assigned;
- Drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines ; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master’s degree from an accredited college or university with major course work in education, public administration, special education or a related field
- Minimum of three (3) years experience in administration in a public education setting
- Minimum of three (3) years experience in public education in teaching, pupil services, or as a direct service provider in a special education program

Knowledge of:

- Federal state, and local laws and regulations pertaining to Migrant Education programs
- Planning, organization, coordination and implementation of a migrant education program
- Appropriate research based instructional strategies to meet the needs of migrant education students, and/or English learner (EL) special education students

- Migrant education objectives and functions
- Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Technology programs and data bases
- Current legislation that may affect migrant children
- Spanish (Bilingual/Biliterate)

Skills and Abilities:

- Compile and analyze data related to program needs
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- 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
- Maintain records and files
- Prepare comprehensive narrative and statistical reports

Desirable Qualifications:

- Doctoral degree in a relevant field

Licenses and Certifications:

- California Administrative Services Credential
- California Driver's License with evidence of insurability