

MONTEREY COUNTY OFFICE OF EDUCATION

MANAGER MIGRANT EDUCATION PROGRAM

CLASSIFICATION: Classified Management
SALARY LEVEL: 73
WORK YEAR: 227

DEFINITION:

Under the general direction of the Senior Director of Migrant Education, the Manager of Migrant Education is responsible for leading, supervising, coordinating, and advising the Identification and Recruitment (I&R) Component of the Migrant Education Program throughout Monterey County.

SUPERVISOR:

Senior Director of Migrant Education

POSITION(S) SUPERVISED:

Classified staff assigned

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:

- Leads the planning, implementation, and evaluation of the Identification and Recruitment, Quality Control, Data Collection and Processing
- Supervises, observes and evaluates employees within the components
- Assists in a wide variety of technical and administrative matters by carrying out and making policy recommendations on projects relating to identification and recruitment, quality control, data collection and processing
- Ensures effective communication and collaboration with community agencies and agriculture companies for effective community and field-based recruitment, designs and implements a local I&R plan including the design and delivery of staff development and monitors I&R data for quality of services
- Designs and implements an effective quality control plan to ensure minimal discrepancies with I&R eligibility issues including writing and submitting an I&R status report
- Acts as the regional I&R Coordinator to the state and is knowledgeable of I&R criteria and eligibility factors
- Knowledgeable of student information systems and Certificate of Eligibility software to ensure accurate and timely processing including oversight of reports, student data, and system upgrades
- Researches best practices and research based practices related to all programs supervised to design and deliver staff development and provide technical assistance to regional and district staff

- Communicates effectively in English and Spanish with parents and students as related to duties assigned, develops community relations to promote and educate about the purpose of the Migrant Education Program
- Effectively monitors and evaluates all aspects of components supervised and is able to design and communicate results
- Manages budgets related to all components supervised and works collaborative with program staff, coordinators, and community to ensure efficient and appropriate use of funds
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions
- Maintain awareness of and ensure 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 tasks 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 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, to reach overhead and run on occasions; physical mobility sufficient to move about the work environment (office, district, from 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; physical; 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:

- Bachelor's degree from an accredited college or university
- One (1) year experience in educational administration, social services or related field
- One (1) year experience supervising staff
- Successful experience in a service-oriented position dealing with the public

Knowledge of:

- Migrant Education Program Identification and Recruitment procedures and regulations
- Issues relating to social-cultural elements affecting migrant students and their families
- Local agencies/services serving migrant families
- Techniques of training and supervision

Skills and Abilities:

- Interact and maintain cooperative and supervisorial relationships with all levels of staff and the public
- Communicate effectively in English and Spanish, both orally and in writing and via electronic formats
- Work cooperatively with Migrant parents and districts, County and State personnel

- Function effectively in a multi-cultural setting
- Possess an appropriate California operator's license issued by the Department of Motor Vehicles and be insurable
- Work flexible hours when needed (evenings and weekends)
- Collect, assemble and analyze and present recruitment information, student data, fiscal reports, and program evaluation
- Work with multiple priorities in a wide variety of situations

Desirable Qualifications:

- Master's degree in a relevant field

Licenses and Certifications:

- California Driver's License with evidence of insurability

Approved 03.01.16
Revised: 07.25.18