

# MONTEREY COUNTY OFFICE OF EDUCATION

## SENIOR DIRECTOR MIGRANT EDUCATION PROGRAM

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 81  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of Assistant Superintendent of Student Services the Senior Director is responsible for planning, organizing, controlling and directing the funding and services of the Migrant Education program; supporting the Migrant Regional Parent Advisory Council; coordinating direct student services; facilitating professional development and technical assistance; supervising and evaluating the performance of assigned personnel; ensuring compliance with federal, state, and local program regulations, policies, and laws.

### **SUPERVISOR:**

Assistant Superintendent of Student Services

### **POSITION(S) SUPERVISED:**

Management, certificated and 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:

- In a highly interactive and collaborative manner, provide direction and leadership for all aspects of Migrant Education Department and represent the Monterey County Office of Education
- Plan, organize, control and direct the funding and services of the Migrant Education program; support the Migrant Regional Parent Advisory Council; coordinate direct student services; facilitate professional development and technical assistance
- Monitor program activities to assure compliance with regulations, guidelines and performance standards; communicate with staff, analyze fiscal expenditures and program reports and inspect program activities
- Plan, organize coordinate, and evaluate the effectiveness of programs, projects, activities, services and operations to qualified students and families; analyze student data and needs; evaluate and disburse program funds and regulations
- Support and participate actively with the Regional Parent Advisory Council to engage parents in the planning, implementation and evaluation of program activities; provide information related to program operations and observation opportunities to parents

- Provide direction and technical expertise regarding federally funded State-administered Migrant Education categorical programs and project functions; collaborate with school administrators and staff; facilitate professional development
- Serve as the liaison between the California Department of Education Migrant Education Office and the County Office of Education to ensure that all information, direction, and regulation is disseminated accurately and appropriately
- Implement systems to effectively monitor, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services
- Direct the preparation and maintenance of 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
- Collaborate with stakeholders and develop partnerships to leverage resources for the Migrant Education Program that are aligned to program goals and objectives
- Develop and prepare the annual preliminary budget for the Migrant Education Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established requirements and guidelines
- Review and approve direct funded and sub-grant district allocations and district service agreements
- Drive a vehicle to conduct work as assigned
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Attend and conduct a variety of meetings as assigned; serve as County Office and Department representative at local, County and State meetings as required
- 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:**

Perform 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 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 and to 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 or related field
- Five (5) years administrative and teaching experience with categorical programs, projects, activities and services
- Minimum of five (5) years classroom teaching and/or counseling experience

### **Knowledge of:**

- Federal and State legislation related to migrant children
- Technological resources and databases
- Program laws, policies, regulations and funding structures
- Needs of migrant students
- Instructional methods and student learning processes including teaching pedagogy and curriculum
- Budget preparation and control
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- Current research on best practices to serving migrant students

### **Skills and Abilities:**

- Develop and administer department goals, objectives, and procedures
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Plan, organize, direct, and coordinate the work of department staff
- Delegate authority and responsibility
- Sensitivity to working with people from diverse backgrounds
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Understand, interpret, and apply provisions of applicable laws, ordinances, regulations, and memoranda of understanding
- Use initiative, discretion, and good judgment in resolving human resources issues
- Respond to stressful and sensitive situations in a professional and confidential manner
- Interpret and apply applicable federal, state, and local policies, laws, and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Create and maintain a positive, professional, working team
- Communicate clearly and concisely, both orally and in writing
- Plan, organize, control and direct the funding and services of the Migrant Education program
- Bilingual/Biliterate in Spanish
- 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

**Desirable Qualifications:**

- Doctoral degree in a relevant field

**Licenses and Certifications:**

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

Approved 03.01.16