



## POSITION ANNOUNCEMENT

### NOTICE OF CERTIFICATED VACANCY

## PROGRAM MANAGER I, EXPANDED LEARNING (.80 FTE)

**ANNUAL SALARY RANGE: \$96,699.25 - \$110,211.18 (4 Steps/Range 15, MGMT CE)**

**SALARIES:** All salaries as stated are based on present information and are subject to change.

Appointments are made at the minimum salary shown and increases are granted at intervals based on satisfactory service.

*In Addition to Salary: Monthly benefit allotment of up to \$500/month.*

**Description:** Under the direct supervision of the Region 4 Expanded Learning Program Manager II, this position will manage initiatives and assume leadership in 4 areas.

Area 1: Managing all aspects of curriculum, content, planning, implementing and overseeing Region 4 Expanded Learning conferences.

Area 2: Responsibility for the implementation of the Power of Discovery STEM Hub activities in Region 4.

Area 3: Planning and oversight of the monthly ASES and 21st Century-funded Region 4 grantee meetings.

Area 4: Developing and overseeing social media strategies and content related to Expanded Learning.

- Credential & Experience:**
- Valid CLEAR California single subject, or multiple subject credential
  - Five (5) years related experience in education, including 3 years in expanded learning settings or equivalent combination of experience managing large projects involving multiple entities
  - Valid California driver's license and reliable transportation
- Desireable:**
- Valid CLEAR California Administrative Services credential
  - Experience managing ASES and 21st Century Learning Center grants and implementing program quality improvement in Expanded Learning settings

**Work Year:** 222 days

**Application Deadline:** **FRIDAY, JULY 15, 2016, 5:00 PM**

- Application Procedure:** To be considered, the candidate must complete EDJOIN application and attach:
- 1) a letter of application addressing specific competencies for the position;
  - 2) a résumé with employment background and education;
  - 3) a copy of CTC website 'Details of Selected Credential' page for required CLEAR credential(s);
  - 4) three (3) recent letters of reference.

**Selection Procedure:** Application and résumé appraisal  
Committee Interview  
Final selection follow-up

**TO APPLY FOR THIS POSITION, APPLICANTS ARE REQUIRED TO SUBMIT APPLICATION AND ATTACHMENTS VIA:**

[www.acoe.org/jobs](http://www.acoe.org/jobs)

**Contact Human Resources for additional information:**

Alameda County Office of Education, 313 West Winton Avenue, Room 173, Hayward, CA 94544-1136

Phone Number: (510) 670-7726 • Fax: (510) 670-4103

# PROGRAM MANAGER I, EXPANDED LEARNING (Cont., Pg. 2)

## Major Responsibilities

- Develops and oversees the delivery of professional development focused on program quality improvement aligned with Common Core State Standards and Next Generation Science Standards for a variety of Expanded Learning stakeholders
- Manages and oversees all Region 4 conferences; curriculum and content, plans, convenes and facilitates planning meetings with conference partners
- Manages conference budgets in collaboration with Region 4 staff
- Selects conference sites in collaboration with Region 4 staff and partners; communicates with conference hosts and site staff to ensure smooth running of conferences
- Recruits and selects workshop presenters in collaboration Region 4 staff and partners; supports development of workshop content
- Oversees and finalizes production of conference materials including printed conference programs; manages updates of online conference websites, blogs, etc.
- Manages all conference-related communications to the field in collaboration with Region 4 and Integrated Learning Dept. staff
- Oversees and manages all aspects of the Region 4 Power of Discovery STEM Hub initiative to ensure that contract deliverables are met, and supports participants in improving the quality and developing the sustainability of their STEM programs and corresponding teaching and learning
- Plans and oversees facilitation of the STEM Communities of Practice (CoP) meetings in collaboration with partners, e.g. Gateways East Bay STEM Network and others
- Recruits participants to the STEM Communities of Practice in collaboration with partners; recruits and trains co-facilitators
- Plans and oversees the content including professional development activities for STEM CoP meetings in collaboration with co-facilitators, subcontractors, and partners
- Develops and implements systems for sharing effective teaching strategies and best practices aligned with Next Generation Science Standards
- Oversees and manages the STEM Power of Discovery project budget, subcontracts, the work of the subcontractors, and a system of record-keeping and data collection to ensure that contract deliverables are met
- Maintains communication with the CDE contract monitor; participates in required regional and statewide meetings; prepares and submits required reports
- Plans, and convenes and facilitates monthly Region 4 Grantee/District Coordinator meetings; creates meeting agendas in collaboration with Region 4 staff
- Oversees communications and distributions of materials related to the monthly meetings
- Plans and conducts professional development in collaboration with Program Manager II.
- Develops and oversees social media strategies and content in collaboration with other staff members in the Department of Integrated Learning, such as newsletters, e-blasts
- Oversees communication with grantees about Region 4 events, resources, and key information regarding grants, CDE policy, etc. in collaboration with Region 4 staff
- Participates in regular staff meetings
- Performs related duties as required

## **PROGRAM MANAGER I, EXPANDED LEARNING (Cont., Pg. 3)**

### **Knowledge of:**

- Common Core State Standards; familiarity with Next Generation Science Standards
- Teaching and assessment best practices
- Principles and practices of project management
- Research-based best practices for STEM in Expanded Learning programs
- Theory, principles, and current best practices in the area of child and youth development
- General principles of adult learning
- Office equipment such as computer, printer, fax machine, photocopier
- Word processing, database and other related software applications
- State and federal laws related to areas of responsibility
- Correct written and spoken English

### **Ability to:**

- Design and lead professional development
- Identify and utilize resources and strategies to support quality improvement and sustainability of Expanded Learning programs, including STEM enrichment
- Convene planning teams, conduct meetings, and facilitate effective partnerships
- Plan, organize, administer, and document program activities
- Utilize media, outreach strategies and mass communication techniques
- Establish and maintain effective relationships
- Train and provide work directions to others
- Effectively organize and prioritize assigned work; meet schedules and timelines
- Work independently with little direction
- Think creatively and independently to solve diverse problems and create innovative solutions
- Work evenings or weekends
- Communicate effectively orally and in writing including writing reports and formal correspondences
- Calculate figures and amounts as required for budgets, data collection and project accounting
- Operate modern office equipment and software, including basic database and excel spreadsheet use