



POSITION ANNOUNCEMENT

NOTICE OF CERTIFICATED VACANCY

PROGRAM MANAGER II, EXPANDED LEARNING REGION 4 AFTER SCHOOL (1.0 FTE)

ANNUAL SALARY RANGE: \$102,224.91 - \$116,508.96 (4 Steps/Range 16, 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 direction of the Director of Integrated Learning, a person in this position plans and coordinates the work of the Region 4 Expanded Learning (e.g., Before and After School) Unit in five areas:

Area 1: Oversight and management of the Region 4 Unit members

Area 2: Design, delivery and oversight of professional development to Region 4 grantees and stakeholders

Area 3: Coordination of internal and external partnerships

Area 4: Coordination of the Region 4 Leadership Team, including other County Office of Education partners

Area 5: Oversight of the contract with California Department of Education including fiscal management.

Note: This position is funded under a contract with the California Department of Education through After School Education and Safety (ASES) and 21st Century Community Learning Center (21st CCLC) funds. Current funding cycle ends in June 2018 with intention to renew the contract. However no guarantee of continued funding beyond 2018 can be provided at this time.

- Credential & Experience:**
- Valid CLEAR California single subject, or multiple subject credential
 - Bachelor's Degree
 - Five (5) years related experience in K-12 and/or Expanded Learning education, including three (3) years of project management experience; or equivalent combination of education and experience.
 - Valid California driver's license and reliable transportation
- Desireable:**
- Valid CLEAR California Administrative Services credential

Work Year: 222 days

Application Deadline: **MONDAY, JULY 18, 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) transcript copy showing degree conferred (*Original required upon hire*);
- 5) 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

Contact Human Resources for additional information:

Alameda County Office of Education, 313 West Winton Avenue, Room 173, Hayward, CA 94544-1136
Phone Number: (510) 670-7703 • Fax: (510) 670-4103

PROGRAM MANAGER II, EXPANDED LEARNING (Cont., Pg. 2)

Major Responsibilities

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Designs and delivers evidence-based, standards-aligned professional development to funded Expanded Learning providers to support quality programs; guides and oversees others who are providing professional development
- Coordinates development and dissemination of instructional enrichment and professional resources, services, information, training, and technical assistance for Expanded Learning programs
- Coordinates with other existing regional networks and programs designed to assist LEAs in their efforts to improve Expanded Learning program quality and increase student success
- Provides strong leadership of and support to staff of the Region 4 Expanded Learning Unit to ensure that high quality services are provided in alignment with the mission and vision of the Alameda County Office of Education and the California Department of Education After School Division (CDE-ASD)
- Develops and oversees a system of documenting technical assistance provided to programs and sites to ensure that contract deliverables are met
- Responsible for decisions about implementation of California Department of Education After School Division initiatives in collaboration with Region 4 Unit staff
- Directs staff, assigns work, and provides feedback related to staff performance
- Assists grantees in building and strengthening partnerships to leverage resources for program improvement and sustainability
- Develops and coordinates the Region 4 Leadership Team which includes representatives from other Region 4 County Offices of Education partners; facilitates and guides its meetings and activities to review standards, quality assessment instruments, research, laws, policies, and other professional resources for Region 4 Expanded Learning programs; represents the interests and issues related to Expanded Learning Program sites.
- Oversees the documentation of program achievements, monitoring program costs, compiling and summarizing data, and preparing reports including those required by contract
- Oversight of subcontractors to ensure that deliverables are being met and that the services provided are resulting in documented improvements in Expanded Learning Programs.
- Represents the Region 4 unit and serves as facilitator, liaison, and/or resource at meetings
- Performs related duties as required

PROGRAM MANAGER II, EXPANDED LEARNING (Cont., Pg. 3)

Knowledge of:

- Characteristics of quality K-12 Expanded Learning including designs that support data-driven continuous quality improvement, including familiarity with commonly used quality assessment tools
- Teaching and assessment best practices
- Before and After School operational requirements, non-regulatory guidance, and state and federal statutes that apply to after school programs
- Familiarity with local, regional, and statewide resources available to Expanded Learning grantees including but not limited to: print and online resources, training and technical assistance opportunities, potential partners for services, and LEA resources
- Effective strategies for sustaining Expanded Learning programs
- Coaching and mentoring techniques in K-12 Expanded Learning environments
- Developing and maintaining regional peer-support networks
- High-level professional oral and written communication
- Principles and practices of management and adult learning
- Correct written and spoken English
- Media, public, and professional outreach and communication techniques

Ability to:

- Design and conduct high quality professional development
- Conduct evaluations of curriculum and other professional resources
- Prioritize and schedule work
- Organize and coordinate office activities; train and provide work direction to others
- Establish and maintain effective relationships
- Manage regional advisory and partnership groups
- Effectively communicate concepts and procedures orally and in writing to groups with diverse interest
- Develop and apply research-based evaluative criteria and protocols
- Perform research, compile data, and prepare reports
- Facilitate and negotiate resolution of complex issues and varying interests
- Plan, organize, coordinate, administer, and document programs
- Prepare and monitor budgets
- Meet schedules, timelines, and contract deliverables
- Operate a computer and related software