

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

PROGRAM ADMINISTRATOR
Certificated Management

DEFINITION OF POSITION

Under the supervision and direction of the Assistant Superintendent or designee, the Program Administrator will plan, organize and direct services and program activities.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Provide educational and administrative leadership to the staff and students at the designated site or program
- Working under general direction, assists in the development and implementation of goals and objectives
- Plan, coordinate, schedule and supervise and evaluate work performed by certificated and classified staff
- Plan, organize and direct all aspects of program or school operations
- Develop and administer program budgets; serve as the liaison between the program, other programs/schools, outside agencies and the general public
- Manage and coordinate facilities use
- Provide responsible and professional staff assistance in the management of the education program
- Supervisory responsibilities include day-to-day supervision of certificated and classified staff, conducting staff evaluations.
- Attend Individual Educational Program (IEP) meetings, determine class placement and monitor delivery systems for student special education services
- Assist in the planning, development and implementation of program evaluation systems
- Serve as a lead for one or more district committees and professional development in support of the LCAP goals
- Perform other and related duties as assigned

DESIRABLE QUALIFICATIONS

- Budgetary responsibilities include assistance in developing, administering and monitoring program budgets and approving expenditures within approved budgets
- Establish, implement and maintain effective systems for school records and office support services
- Plan program objectives, make major decisions in program operations and infrequently refer specific cases to the supervisor

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- Direct and monitor school support activities to ensure facilities maintenance, clerical assistance, appropriate record keeping and adherence to department procedures
- Direct and assist staff through conferences, meetings, memos, in-service workshops, classroom demonstrations and site visits
- Confer and assist in resolving a variety of education-related issues and problems with students, teachers, case workers, parents, school officials and other agency personnel
- Prepare and present a variety of reports, records and statistical data regarding activities, attendance, physical maintenance, instructional needs and services
- Work closely with parents, keeping them apprised of educational activities and soliciting their input for program change and improvement
- Plan, develop and implement staff development and in-service training programs
- Monitor compliance with all applicable federal and state laws in regard to annual reviews, re-evaluations, etc.
- Serve as liaison and coordinate educational programs with a variety of outside agencies, community groups, local school districts and other entities; implement and coordinate parent and advisory group activities, as applicable
- Establish and maintain clear communications and cooperative working relationships with families, staff, other agencies, regional and state administrators through announcements, letters, telephone communications, attendance at meetings and site visits
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel
- Be flexible and receptive to change
- Interpret and administer applicable laws, codes, ordinances and regulations

EXPERIENCE/EDUCATION

- A valid appropriate California Teaching Credential and Administrative Services Credential.
- Master's Degree from an accredited college or university is desired
- Five (5) or more years comprehensive and directly related, progressive experience beyond experience required to obtain an appropriate CA Teaching Credential and Administrative Services Credential

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications