

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - MIGRANT EDUCATION

BASIC FUNCTION

Under the direction of the Director III-Migrant Education, plans, organizes and directs the services provided to Migrant Education students in assigned districts; provides guidance in the establishment of annual District Service Agreements (DSAs); supervises and evaluates the performance of assigned personnel.

ACTIVITIES

10% Parent Advisory Council (PAC): Plans, coordinates and facilitates implementation of regional PAC trainings and meetings, parental involvement and supports and monitors PACs for participating districts.

10% Identification and Recruitment (ID&R): Collaborates with ID&R supervisor to coordinate and monitor quality control of identification and recruitment process to assure eligible students are enrolled in the program and that students meet the federal and state requirements.

3% Other Education Health, Nutrition and Social Services: Collaborates with the Health Coordinator to coordinate and facilitate the provision of health, nutrition, social, and mental services for students and families enrolled in the Migrant Education Program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs the services provided to Migrant Education students in assigned districts; assists assigned districts in creating effective programs, activities and services to migrant families including supplemental grants, policies, protocols, budgets, and summer activities.

Provides guidance in the establishment of annual DSAs according to established federal and State mandates; coordinates the structure of personnel, intervention programs, fiscal capacity, assessment, and evaluation necessary to achieve DSA goals; provides fiscal guidance in the submission of claims and the formulation of revisions and amendments to their budget.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

Establishes coordination and facilitates the collaboration of efforts between the districts assigned and the Regional Migrant Office; assists regional personnel with activities, reports, workshops, and trainings as directed; collaborates with other district, community, regional, State, and federal specialists, departments, agencies or offices to provide support, guidance, training and direct/indirect services that are in alignment with the meeting of DSAs.

Assigns appropriate personnel for migrant students and parent populations to meet the DSA requirements; ensures personnel receives proper training and current State instruction in meeting State and federal expectations; secures and maintains related accoutrements, equipment, hardware, software, and materials.

