

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR III - MIGRANT EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Chief Schools Officer, plans, organizes, controls and directs the various components of the regional Migrant Education Program; develops, monitors and implements the regional budget; assures compliance with federal and State regulations and that quality programs are provided for the special needs of migrant children; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes, controls and directs the various components of the regional Migrant Education Program providing services to participating districts located in surrounding counties; assures compliance with federal and State regulations and that quality programs are provided for the special needs of migrant children; interprets and applies federal and State regulations.

Develops and prepares the annual preliminary regional Migrant Education budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Monitors and supports development and implementation of district Migrant Education budgets; approves revisions and reimbursement claims; monitors spending to assure implementation of programs and full expenditure of funds; recaptures unspent funds and re-distributes to other programs and activities; assures spending is allowable under federal guidelines and that programs supplement and do not supplant core district services.

Monitors, supports and evaluates district service agreements to assure implementation of quality programs and that the needs of migrant students are accurately and effectively targeted; assures students are progressing toward the stated objectives outlined in the district service agreements.

Plans, coordinates and monitors quality control of identification and recruitment process to assure eligible students are enrolled in the program and that students enrolled meet federal and State requirements; trains, supports and monitors district and regional staff in the recruitment process.

Trains district and regional staff in various component areas, including program administration, fiscal issues, preschool support, health support, identification and recruitment, parent involvement and other related areas.

Plans, coordinates and evaluates summer student interventions and activities to support regional objectives.

Plans, coordinates and facilitates implementation of regional parent involvement; supports and monitors parent involvement in participating districts; provides training and support to regional and district migrant parents.

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

Provides technical expertise, information and assistance to the Chief Schools Officer regarding regional Migrant Education activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned; purchases technology as needed; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, control and direction of operations and activities of the regional Migrant Education program.

Local, State and federal laws and regulations of Migrant program development and administration.

Program compliance issues and regulations.

Organizational policies, procedures and operations.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.

Methods, practices, terminology and procedures used in the administration of migrant education services and the promotion of education for children of all ages.

Budget preparation and control.

Oral and written communication skills in English and a designated second language.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Public relations and speaking techniques.

**ABILITY TO:**

Plan, organize, control and direct operations and activities of the regional Migrant Education program.

Coordinate program activities and information with various departments, districts, outside agencies and the public for smooth and effective program operations.

Monitor and support development and implementation of district Migrant Education budgets.  
 Coordinate and facilitate the implementation of the regional parent involvement component.  
 Supervise and evaluate the performance of assigned personnel.  
 Monitor program activities at various locations.  
 Communicate effectively both orally and in writing.  
 Interpret, apply and explain rules, regulations, policies and procedures.  
 Provide leadership among the districts participating in the regional program.  
 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 timelines.  
 Work independently with little direction.  
 Plan and organize work.  
 Prepare comprehensive narrative and statistical reports.  
 Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in education, program administration or related field and five (5) years increasingly responsible experience in migrant education, school administration or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential or Standard Supervision Credential  
 Valid California Teaching Credential  
 Valid California driver’s license

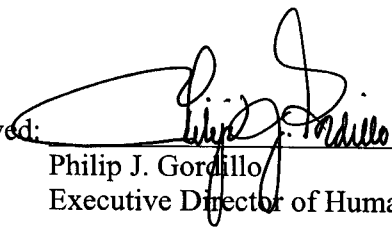
**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
 Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
 Dexterity of hands and fingers to operate a computer keyboard  
 Seeing to read a variety of materials

Approved:  \_\_\_\_\_  
 Philip J. Gordillo  
 Executive Director of Human Resources

7/01/2011  
Date