

# **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

## **MANAGER, STUDENT SUPPORT SERVICES**

### **DEFINITION**

Under direction, to plan, organize, direct, and coordinate Student Support Services programs for the County Office of Education; and to serve as a liaison with community agencies, parents, media, and elected officials relative to Student Support Services.

### **SUPERVISION EXERCISED**

May exercise direct supervision over technical and clerical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership for County Office of Education various Student Support Services programs.

Implement services in accordance with terms and conditions of sponsors and the County Office.

Develop all policies and procedures relating to programs and activities.

Manage full-scale program budgets and contracts.

Act as SCCOE lead and liaison with related community agencies, media, and elected officials.

Select, train, supervise, and evaluate employees.

Coordinate and oversee programs and related task forces, committees, as well as National, State and local representative groups.

Research, coordinate, write and submit grants related to Student Support Services programs.

Manage full scope of awarded grant-related programs inclusive of budgeting, staffing, coordination with outside and partnership agencies, compliance, review and reporting.

Coordinate with other SCCOE managers to increase overall effectiveness of programs and the entire organization.

Convene and facilitate various meetings related to Student Support Services programs.

Coordinate and disseminate publicity on report research, data, core objectives and program service information in order to increase community awareness of program successes. Develop press releases and brochures for Student Support Services programs, projects, and events.

Develop, coordinate and oversee training and materials, protocols and objectives as well as program implementation and maintenance procedures.

Attend Board and management meetings as required.

Make presentations to schools and community groups.

Assess needs of community served.

Maintain liaison and case management with parents/guardians and students participating in programs.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Administrative practices, techniques, and principles.

Grant funded program administration.

Recent practices, techniques, and principles of various Student Support Services program development.

Grant research, funding concepts and sources.

Pertinent federal, state, and local laws, codes, and regulations.

Principles of budgeting and contract administration.

Modern office practices, methods, and computer equipment.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Safe driving principles and practices.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Assess and analyze the needs of the County, specific to relative Student Support Services programs.

Conduct research, write and administer grants.

Work cooperatively with various program network organizations and related groups.

Develop, implement, and administer Student Support Services programs.

Research, compile, and collect data and information.

Prepare clear and concise reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

**Skill and Ability to (Continued):**

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social service or a related field.

**Experience:**

Four years of experience in private, non-profit, state or federally funded programs including supervisory and grant writing experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** June 30, 2008