

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Whittier, California

9151 (C1)

PROGRAM MANAGER MONTHLY SALARY SCHEDULE

Board 6-26-97; Revised 5-13-21

Certificated Administrative—12 month assignment, 40 hours per week

Step 1	\$ 8,033
Step 2	\$ 8,274
Step 3	\$ 8,523
Step 4	\$ 8,778
Step 5	\$ 9,042
Step 6	\$ 9,313

2.25%-Effective 9/1/19

Vacation Allowance

Personnel on this schedule will be entitled to 25 working days' vacation annually.

Monthly Allowance

Personnel on this schedule shall receive a monthly allowance of two hundred twenty dollars (\$220.00) for the use of his/her automobile and other related expenses.

Cell Phone

Personnel on this schedule may receive a Tri-Cities ROP issued cellular phone for ROP business use, with no additional cell phone allowance.

Salary Placement

1. New management employees shall normally be placed on the first step of the appropriate range. However, when exceptional experience, education, ability, special knowledge or recruitment difficulties warrant, new management employees may be placed on a higher range by the Superintendent.
2. After initial placement, advancement on the schedule shall be one step each year based upon a satisfactory performance evaluation by the Superintendent. No step will be granted should the management employee's performance and evaluation not be acceptable.
3. Step increases shall be effective on the first day of each fiscal year.

BASIC FUNCTION

Provides instructional support to designated programs; plans, implements, and maintains current courses including recruitment, articulation, and placement. Individual areas of responsibility include, but are not limited to, curriculum development and coordination; staff development and enrollment; and fiscal management. This position reports to the Instructional Supervisor.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES

Develop and achieve objectives that are congruent with Tri-Cities ROP.

Provide leadership and administration in curriculum, instructional services, student services, staff development, evaluation of programs, evaluation of staff, special projects, program research and development and Course Review process.

Coordinate and assist in the administration of new teacher orientation.

Provide resources, offer effective teaching strategies, assist with lesson planning, and suggest effective classroom management skills to teachers. Model lessons in classroom to students. Confer with teachers concerning curriculum development and budget allocations.

Conduct Program Reviews of all programs.

Coordinate meetings and trainings that relate to all programs.

Assist in recruitment, selection, hiring and training of personnel.

Supervise and annually evaluate classified staff assigned.

Supervise and evaluate instructional staff for a quality program under the direction of the Instructional Supervisor.

Assist in the development of the master schedule for assigned programs.

Responsible for Data and Accountability, i.e. course reviews, student surveys, and CALPADS.

Maintain effective communication and liaison with participating school district staff members, organizations, community members, students, parents, and other related agencies.

Assist in the procurement of instructional materials.

Responsible for coordination, implementation, and follow-through of required subject area advisory committee meetings and other events.

Plan, organize, manage and oversee curriculum development, facility coordination and instructional activities in support of ROP programs and services; participate in the development and implementation of educational

and career and technical education courses offered by ROP; coordinate facilities for ROP classes and other activities.

Ensures that the Tri-Cities ROP meets the documentation, licensing, and testing requirements in each of the subject matter areas.

Assists in the development, implementation, management, and monitoring of course budgets to ensure program quality and cost effectiveness.

Coordinate activities, communications, resources and information between ROP personnel and school personnel to assure smooth and efficient instructional operations and activities.

Visit various ROP sites to monitor and evaluate instructional programs and services to assure compliance with established goals, procedures, guidelines and regulations; evaluate effectiveness of instructional programs and services; assist in the implementation of instructional and curriculum modifications as appropriate.

Evaluate staff development and professional growth needs; coordinate and conduct appropriate staff development programs and inservice activities.

Assist in transitioning students to post-secondary opportunities through the facilitation and oversight of processes including, but not limited to, articulation with community colleges, dual enrollment, UC a-g approvals, etc.

Provide instructional support and development of ROP courses, sequences, and programs.

Administer program components, support needs, and material for the purpose of delivering services which conform to established guidelines.

Assist in the development of long and short-range plans, programs, and annual budget.

Collect, analyze, and communicate data for the purposes of strategic operational leadership.

Provide technical expertise, information and assistance to the Superintendent regarding instructional programs, curriculum development and faculty; advise of unusual trends or problems and recommend appropriate corrective action.

Prepare and maintain a variety of narrative and statistical records, files and reports related to faculty performance, observations, financial activity, instructional services and programs, curriculum and assigned duties.

Attend and participate in a variety of meetings, in-services and conferences to enhance instructional services and programs.

Oversee purchase requisitions and conference requests. Authorize in accordance with established budget limitations.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Education Code and Title V relating to Regional Occupational Centers and Programs.

Applicable state and local laws, codes, rules and regulations related to assigned areas.

Organization, supervision and management practices, techniques, and principles.

Laws and regulations related to Career Technical Education programs.

Curriculum development and instructional strategies and techniques; behavior management strategies.

Staff development and budget development and management.

Education Code and Title V relating to Regional Occupational Centers and Program.

Applicable state and local laws, codes, rules and regulations related to assigned areas.

Interpersonal skills including tact, patience, and courtesy.

Oral and written communications.

ABILITY TO:

Understand and interpret laws and regulations.

Plan, organize, manage and oversee curriculum development, facility coordination and instructional activities in support of ROP programs and services.

Monitor and evaluate instructional programs and services.

Analyze situations accurately and adopt an effective plan of action.

Provide leadership to others.

Develop and maintain effective liaison relationship with participating school districts and employers.

Prepare and maintain a variety of accurate records and files.

Meet schedules and timelines.

Plan and organize work.

Work independently under organizational guidelines with minimal supervision.

Communicate effectively both orally and in writing.

Operate a computer and other office equipment as assigned.

Be a good listener and give honest, constructive feedback.

Effectively work with people, involve them in the decision-making process, build consensus and promote teamwork.

Keyboarding skills at an acceptable rate of speed.

EDUCATION AND EXPERIENCE

Baccalaureate Degree from an accredited college or university. Master's Degree preferred. Possession of valid California Teaching Credential (authorizing teaching at the secondary level and/or Designated Subjects Vocational or Career Technical Education Teaching Credential at the high school and adult level) required. California Administrative Services Credential or Supervision and Coordination Credential required. To be considered, must be enrolled in a Commission approved program of specialized and professional preparation in administrative services if they do not have an Administrative Services Credential. Proof of Preliminary Administrative Services Credential required within two years of hire in this position. Must have a minimum of five (5) years successful CTE teaching experience (not substitute teaching); and three (3) years of administrative duties, site or program level. Must demonstrate an advanced working knowledge of Microsoft Office.

LICENSES AND OTHER REQUIREMENTS

California Preliminary or Clear Administrative Services Credential or Clear Supervision and Coordination Credential. To be considered, must be enrolled in a Commission approved program of specialized and professional preparation in administrative services if they do not have an Administrative Services Credential. Proof of Preliminary Administrative Services Credential required within two years of hire in this position.

California Designated Subjects Teaching Credential

Valid California Driver's License

WORKING CONDITIONS

ENVIRONMENT:

Office environment.

Driving own vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and perform duties.

Sitting for extended periods of time.

Frequent driving to schools, meetings, conferences.

Available evenings and Saturdays as needed.