

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Program Manager

BAND	GRADE	SUBGRADE
C	4	1
DEPARTMENT: Community Education and Outreach Services	ACCOUNTABLE TO: Director	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for managing, coordinating and evaluating the department programs. Duties include: managing and coordinating program activities; preparing and administering the budget; preparing grant proposals; tracking and reporting budget expenditures; acting as a liaison between the program and other departments, organizations, and agencies; supervising staff; making hiring and termination recommendations; and, handling legal issues related to the program and the staff.		
DISTINGUISHING CHARACTERISTICS: The Program Manager is a stand alone classification and is distinguished from other positions by its responsibility program planning and evaluation. The Program Manager has full supervisory responsibility for the work of the division.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	B3
2.	Acts as a liaison between principals, assistants, community education personnel, agencies, District leadership, and parents regarding programs and their overall direction by analyzing problems and making customer service decisions.	Daily	C4
3.	Develops, interprets, standardizes, and evaluates staff development plans, to include making hiring and termination recommendations, interviewing candidates, and selecting training topics.	Daily	C4
4.	Manages and coordinates program activities to include directing activities for site coordinators in their supervision of site programs and ensuring that DHS, DES, and the accreditation issues are in place.	Daily	C4
5.	Provides on-going in-service education for personnel through regular staff meetings to include providing workshops for internal and external staff and selecting and arranging speakers.	Weekly	B2
6.	Ensure accuracy of the budget and monitor program expenditures to include monitoring how funds are allocated, preparing grant proposals, reviewing each site's expenditures, and tracking and reporting expenditures.	Weekly	C4
7.	Is knowledgeable with District policies and procedures.	Monthly	C4
8.	Organizes and plans all programs to include compiling brochures, field trips, transportation, etc.	Monthly	B2

9.	Performs other duties of a similar nature or level.	As Required	N/B
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Knowledge (position requirements at entry):
 Knowledge of:

- Basic accounting procedures
- Licensing standards for school age and preschool programs
- Department Health Service standards;
- Assessing School Age Quality (ASQ) procedures.

Skills (position requirements at entry):
 Skill in:

- Facilitating staff meetings and parent meetings
- Writing grant proposals, newsletters, and brochures
- Interviewing
- Training;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):
 Bachelors Degree in Child Development, Education or a related field and four years program management experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- First Aid certification;
- Cardio Pulmonary Resuscitation (CPR) certification.

Physical Requirements:
 Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:
 Draft prepared by Fox Lawson and Associates LLC (kw)
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