

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

PROGRAM MANAGER

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| <u>DEPARTMENT:</u> | <u>BAND/GRADE/SUBGRADE:</u> | <u>FLSA STATUS:</u> |
| Administration | C/4/2 | Exempt |

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| <u>CLASS SUMMARY:</u> |
| <p>The Program Manager is a standalone class. Incumbents are responsible for developing planning, implementing, evaluating and administering program activities within a major department as assigned.</p> <p>Incumbents manage and coordinate program activities; prepare and administer program budgets; prepare grant proposals; track and report expenditures; act as a liaison between the program and other departments, organizations, and agencies; supervise staff; make hiring and termination recommendations; and mitigate conflict related to programs and the staff.</p> <p>Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.</p> <p>The Program Manager is distinguished from other Administration classes by its focus on the management of program(s) division(s) including supervision of all related program staff.</p> |

| <u>ESSENTIAL DUTIES:</u> | <u>PERCENT OF TIME</u> | <u>BAND/ GRADE/ RATING</u> |
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| This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department. | | |
| Manages and coordinates program activities including directing activities for site coordinators in their administration of site programs; ensuring that licensure and accreditation are appropriate; monitoring budgets, allocations and expenditures; preparing grant applications; conducting District public relations programs; and providing in-service education for staff. | Daily 40% | C/4 |
| Supervises staff to including assigning and monitoring work; ensuring training; resolving conflicts; interviewing applicants; and conducting performance evaluations. | Daily 25% | C/4 |
| Acts as a liaison between principals, assistants, community education personnel, agencies, District leadership, and parents regarding program direction including analyzing problems, making decisions, and providing communications and public relations assistance. | Daily 10% | C/4 |



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| Develops, interprets, standardizes, and evaluates staff development plans including making hiring and termination recommendations; interviewing candidates; and selecting training topics. | Daily 5% | C/4 |
| Organizes and plans programs including compiling brochures; conducting public relations activities; and arranging field trips and transportation. | Monthly 5% | B/2 |
| Performs other duties of a similar nature and level as assigned. | As Required | |

Training And Experience:

Bachelor's Degree in appropriate discipline and three years' experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- As assigned, professional administration certification or licensure may be required;
- As Assigned, teaching or other certifications or licensure may be required;
- As assigned, First Aid, CPR and/or Basic Life Support certification may be required; AZ Fingerprint Clearance Card may be required based upon assignment;
- AZ Driver's License may be required.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Subject matter in area of assignment;
- Safety procedures;
- Facilities operations;
- Data management and research methods;
- Budgeting and accounting; and
- Management principles and policies.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Leadership and decision-making;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing and repetitive motion.

Incumbents may be subject to travel, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or negligible amount of force constantly to 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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08
Revised by GBS 03.31.16