



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Manager, Student Support Services

**Class Code: 1286
Work Days: 225**

GENERAL PURPOSE

Assist in the implementation of the Orange County After School Education and Safety Programs (ASES) and 21st Century Community Learning Center Programs (CCLC) and the McKinney Vento Homeless Education Program by providing technical assistance and training in Orange County; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. May exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Support the implementation of after school and the homeless education programs in Orange County.
 3. Assist schools in the grant application process; review criteria; arrange and provide informational meetings; provide feedback and technical assistance to applicants.
 4. Assist ASES programs with recertification; conduct site visits to programs to assess needs and identify promising practices for after school programs.
 5. Assess needs and identify promising practices for homeless education.
 6. Plan and facilitate training and technical assistance related to after school programs and homeless education.
 7. Link to other county and community agencies to build relationships and foster collaboration to improve practices for after school and homeless education programs.
 8. Prepare narrative and statistical reports for necessary reporting requirements for after school and homeless education programs.
 9. Plan and conduct meetings with partner agencies for after school and homeless education programs.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

10. Evaluate and disseminate information concerning after school programs and homeless education.
11. Participate in professional development activities to remain abreast of current after school and homeless education program practices.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Current after school program philosophy and practices, and current homeless education programs and practices.
2. Current research in best practices for after school enrichment programs, and homeless education programs and practices.
3. Evaluation and assessment techniques used to determine proper teaching and instructional methods.
4. Relevant Federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Plan, direct, and coordinate various projects.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Establish and maintain effective working relationships with various constituencies.
4. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
5. Develop, organize, and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in elementary or middle school instructional practices and academic enrichment and recreation programs, and three years of responsible experience in youth development programs, recreation, or school age child care programs or elementary or secondary education.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.

Revised 3/2017