



PROGRAM MANAGER

[SAN DIEGO MILITARY FAMILY COLLABORATIVE HANCOCK ELEMENTARY]

DEPARTMENT: INS

REPORTS TO: Director of INS

CLASSIFICATION: Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Community School Program Manager (PM) is responsible for the implementation, integration, alignment and coordination of a collective impact strategy at the school site level. The PM, while employed by SAY San Diego, will work closely alongside the school principal and is therefore expected to plan and align all programs, services and opportunities collaboratively.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Implement a menu of needs-driven, high-quality programs and services in adherence with the collective impact model, including but not limited to early childhood programs, expanded learning and enrichment opportunities, health services, parent/family engagement, adult education, direct material assistance and interventions targeted to chronically absent students, including crisis intervention and support.
- Ensure the alignment and integration of all programming with the principal's vision and school day curriculum to the fullest extent possible.
- Maintain communication with school staff, students, parents, community organizations and other collaborative members.
- Advise the principal on how to integrate partners and community members into school governance structures (i.e., School/Parent Leadership, School Safety, Child Study and Attendance teams).
- Coordinate needs and resource assessment activities on an ongoing basis, employing a variety of strategies and including a broad cross-section of stakeholders.
- Precept, train and/or supervise graduate and undergraduate interns.
- Staff the site-based, Education Impact Partners, a coordinating body that is co-led by the principal and PM and may comprise administrators, teachers, support services staff, partners, parents and others to identify needs, set priorities and coordinate the strategy.
- Support the research/evaluation of the collective impact initiative by supervising and coordinating the collection of data, timely submission of reports and responses to other requests for information made by the initiative's leadership.
- Develop and monitor program budget and expenses.
- Ensure that all aspects of the programming is culturally responsive.
- Research, prepare and implement grant opportunities.



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- Participate in capacity-building activities, including initiative-wide and site-based trainings, network meetings and study visits, and—with the principal—ensure the participation of other site based staff as needed or required.
- Represent the initiative in various public forums as needed and participate in advocacy activities to promote the initiative.
- Execute other tasks as indicated by the lead partner, SAY San Diego.

QUALIFICATIONS (Education, Experience and Certifications):

- Master's Degree or commensurate experience in Social Services, Health Care or related field and administrative/management experience (preferred).
- Experience in program and community development.
- Experience implementing Community School and/or Collective Impact models preferred.
- Experience supervising staff and/or interns.
- Experience with direct services with children, youth and their families.
- Experience in multi-ethnic and multi-cultural community work, including military and veteran family populations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to facilitate Community School and/or Collective Impact models/initiatives.
- Ability to work as part of an interdisciplinary team.
- Ability to establish and maintain effective working relationships with school staff, community and other organizations; capacity to work cooperatively with families.
- Ability to work independently with minimum supervision.
- Have access to reliable transportation.
- Have a driving record that complies with SAY Driving Policies.
- Ability to prepare written and oral communications and communicate well with a wide variety of publics.

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.



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The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.