

JOB DESCRIPTION
San Diego County Office of Education

Manager, Momentum Learning Support Services

Purpose Statement

The job of Manager, Momentum Learning Support Services, is done for the purpose/s of directing learning services programs and services; providing leadership information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with state and federal laws; including recreation and career development; training, supervising and evaluating the performance of assigned staff.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, support staff, etc.) for the purpose of implementing and/or maintaining learning support services and programs operated by SDCOE.
- Compiles data from a variety of sources (e.g. student data management system, CALPADS, pupil attendance accounting system, learning support system integration, etc.) for the purpose of establishing guidelines to ensure compliance with collection and reporting of school data and preparation/oversight of local, state and federal reports.
- Conducts work flow analysis of school support staff practices for the purpose of planning and conducting comprehensive staff development to address needs through workshops, trainings, and on-site with school and department staff in consultation with assigned school administration for advisement in the implementation of effective school learning support procedures.
- Coordinates learning support services to Momentum Learning and special education students for the purpose of facilitating and promoting the participation of Momentum Learning and special education students in schools operated by the San Diego County Office of Education.
- Designs and plans, selects and implements student data systems and business intelligence systems for the purpose of carrying out and achieving objectives within area of responsibility.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. federal and state regulations, legal requirements related to COE schools and programs, Alternative Education, Special Education, Career Technical Education, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages a wide variety of program components (e.g. COSP schools student data management systems, CALPADS, pupil attendance accounting system, learning support system integrations, professional learning for classified support staff district wide, etc.) for the purpose of delivering services which conform to regulatory requirements and established guidelines.
- Organizes and coordinates inter-departmental efforts for the purpose of ensuring county office of education adheres to and fulfills federal, state and local school program reporting requirements (e.g. CALPADS, Office of Civil Rights Survey).
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Plans, implements, and monitors school and district pupil accounting systems for the purpose of ensuring that all revenue sources are maximized through effective attendance strategies and practices and forecasts of earning relative to budget goals.
- Prepares or oversees preparation of local, state and federal reports and documentation for the purpose of ensuring funding and accountability.
- Researches a variety of topics (e.g. current practices, methods, curriculum guidelines, staff development activities, etc.) for the purpose of developing programs and learning support services guidelines and procedures.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; classifying data and/or information; conducting meetings; facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; and stages of child development/behavior; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; knowledge of community resources.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often

required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Masters degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: October 19, 2016