



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager III, Curriculum, Assessment, and Data Support Venture Academy County Operated Schools and Programs</b>	<b>#6331</b>
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<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 10</b>
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### **SUMMARY OF POSITION:**

Under the general direction of the Venture Academy administration, this position will perform a wide variety of complex and responsible, technical and user support of software and has extensive dealings with school administrators, teachers, classified staff, students, and families. The Program Manager III will coordinate all of Venture Academy's student assessments, including, but not limited to, all state assessments like CAASPP, ELPAC, and PFT, all internal benchmark assessments, and additional assessments such as ASVAB, AP, PSAT, and SAT/ACT. This position will also prepare detailed data reports to administrators, teachers, and other staff as needed to inform the programs. The position will assist in the development and facilitation of workshops and professional learning that support effective practices in the areas of curriculum, assessment, and data-driven decision-making. This position will provide site-based software support, as needed. The Program Manager of Curriculum, Assessment, and Data Support assists in the management of curriculum, assessment, state and federal programs, program monitoring, and accountability.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a bachelor's degree or comparable combination of experience, education, and training in information technology, data analysis, assessment or related fields may be considered. Experience in maintaining individual-level data including student demographics, course data, discipline, assessments, and other data for state and federal reporting. Experience working in student services for a school district or county office of education. Experience working with student information systems and learning management systems in an educational setting.

### **DESIRABLE QUALIFICATIONS—EDUCATION AND/OR TRAINING:**

Five years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in a school setting. Experience with the student information systems used in California Educational Agencies. Experience with various software products used for analysis, data integration and reporting. Highly proficient in Google Suite, Microsoft Office, and visual support software such as Canva or Illustrator. Experience in strategic planning; experience working with large relational databases designed for both transaction processing and complex reporting. Experience with Student Information Systems. Experience developing and implementing professional learning for a variety of educational staff and stakeholders. Experience preparing and presenting data for educational partners related to program and student outcomes.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- State and Federal educational accountability systems and current California student assessment programs

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- delegate and hold accountable those responsible for carrying out the policies and procedures
- create and follow policies and procedures
- to interpret and explain technical concepts to non-technical customers and staff
- develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of business and instructional data
- manage data for Venture Academy student information systems
- carry out oral and written directions, make decisions independently, communicate effectively, establish and

- maintain working relationships, and prepare correspondence independently
- be flexible and receptive to change

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students and staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Oversee and manage library functions, including inventory and textbook/materials sufficiency reports and ordering.
14. Monitor, identify, plan, and organize student information system needs; Analyze situations accurately and adopt an effective course of action.
15. Provides direction, assistance, and support to improve student achievement by focusing on student assessment results and instructional strategies.
16. Maintain a data log and system of recordkeeping/tracking and communication; establish and maintain documentation, records, files, and logs relating to student information.
17. Operate and monitor computer systems and related equipment.
18. Receive, review, and verify documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures. Process documents in compliance with established policies and procedures.
19. Assist in planning, managing, monitoring, and supporting the program-wide administration and activities of and related to all assessments, including CAASPP, ELPAC, PFT, AP, PSAT, SAT/ACT and local formative and summative assessments.
20. Oversee and manage all software systems and programs related to curriculum, instruction, and assessment; respond to user requests for assistance in a timely manner.
21. Process, prepare, present, and assist in the development of state, federal, and local reports for Venture Academy and committees/meetings including the LCAP and WASC.
22. Participate and assist in preparation for a variety of meetings, including ASC and ELAC; staff developments; committees; academy and content meetings, trainings, and workshops for user support; and/or conferences in order to present materials and information concerning program and assessment data related to program and student outcomes.
23. Check and verify student data for accuracy and completion
24. Assist staff with analyzing and interpreting related data and collaborate to develop appropriate interventions to support student success.
25. All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Employees in the position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.

3. Hear and understand speech at normal levels and on the telephone.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff and the public in diverse locations, such as school sites and office buildings.

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