



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager III, Coding Specialist</b> <b>CodeStack</b> <b>Office of the Superintendent</b>	<b>#6204</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 10</b>	

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an Associate of Arts or Bachelor’s Degree with a concentration in Computer-Related Technology and/or Business Administration; or equivalent experience in training in a technology related field and knowledge of: procedures, computerized instruction, appropriate strategies for demonstrating information technology techniques.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess or be eligible to apply for a California Career Technical Education (CTE) Teaching Credential in Information and Communication Technologies (or Designated Subjects Vocational Education Teaching Credential equivalent). To qualify for a CTE credential, the minimum requirement is verification of three years of full-time (part-time may be cumulated to equal full-time), paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units of post-secondary vocational training related to the industry sector named on the credential and verified by official transcript may be substituted for a maximum of two of the three years of experience. One year of the required experience shall be within the last five years or two years within the last ten years immediately preceding the issuance of the credential. A single subject credential in Business or Industrial and Technology Education will also suffice.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to follow instructions and work independently without constant supervision; analyze instructional situations and develop an effective course of action to achieve maximum learning by the participant(s); speak and write effectively; work effectively with public and private agencies in developing training sites and training site plans; ability and skill to train and instruct others; operate audio-visual and other instructional equipment. Demonstrate knowledge, skills and abilities related to Computer Technology Careers. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess 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.

**SUMMARY OF POSITION:**

Under direction of the CodeStack STEM Academy Coordinator I, the Program Manager III is responsible for presenting a training program and possess the skills to introduce high school to careers in the coding field. The specialist will be responsible for implementing STEM-based coding curriculum, assessing and developing the skills of participants, and maintaining knowledge and attitudes that commensurate to the goals of the program. Performs other work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, 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. Utilize a variety of effective and professional techniques and methods, which assist participant(s) in attaining the performance objectives of the course.
14. Provide immediate supervision to all participants while they are at training sites.
15. Submit a report at the completion or termination of a participants training of the total number of hours of training the participant received and the related skills achieved.
16. Submit all forms and information needed for attendance accounting and assessments.
17. Attend staff meetings and other meetings as required by the Coordinator and Director.
18. Observe the administrative policies as set forth by the guiding administrator.
19. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the 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 50 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.