



Job Description

POSITION TITLE:	Program Manager III, Student Services Venture Academy County Operated Schools and Programs	#6114
SALARY PLACEMENT:	Management Salary Schedule Range 10	

SUMMARY OF POSITION:

Under the direction of the Venture Academy administration, the Program Manager will be responsible for all aspects of student services. This includes establishment and maintenance of records, policies and procedures, enrollment procedures, CALPADS data collection and compliance, and cross-training of office staff. Responsible for completing the Consolidated Application for Venture Academy. Responsible for knowledge of current charter law, creating and overseeing policies and procedures that are compliant with charter law, writing portions of the charter document regarding enrollment, and overseeing staff who enroll students. Promote and advertise Venture Academy Family of Schools (VAFS) through marketing brochures, print, and electronic media. Oversee fundraising accounting and procedures. Maintain the VAFS database and software or possess the ability to learn the VAFS database and software. Process budgetary needs pertaining to Venture Academy Family of Schools, including the creation of the procedures as well as approving fundraisers ensuring compliance with all accounting laws with relation to fundraising. Analyze, oversee, and process budgetary needs pertaining to Venture Academy Family of Schools.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's Degree and/or experience that demonstrates an expertise in working with educational organizations and/or business and industry.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years' experience in the field of education. Experience in developing student services procedures, school enrollment procedures, and records management pertaining to students. Experience in website development, maintenance, and media. Knowledge of the grant process and funding sources pertaining to grants.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- marketing and advertising fields to promote Venture Academy Family of Schools (VAFS) through electronic and print media
- grant compliance and completion of end of the year grant reports to California Department of Education and private sector funding sources

Ability to:

- supervise, evaluate, and train staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- learn the finance system and the Venture Academy Family of Schools database and software

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/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. Understand and apply SJCOE policies relating to business practices and fund raising.
14. Understand the Escape accounting system, reviewing purchase orders for accuracy and approving purchase orders.
15. Oversee and manage CALPADS data collection and input for accurate reporting.
16. Create, analyze, audit, and oversee the enrollment at Venture Academy, including verifying all data for accuracy and completion.
17. Maintain current knowledge of charter law, ensure compliance with charter law, and assist with writing and maintaining Venture Academy charter document and procedures for enrollment.
18. Create and oversee all enrollment procedures, including oversight of staff who support enrollment.
19. Use data to inform enrollment decisions and regularly analyze and audit the enrollment processes to improve them.
20. Maintain deep knowledge and understanding of the Student Information System to create an effective system of enrollment, analyze the systems of enrollment, and troubleshoot ineffective systems to maximize enrollment and compliance with charter law.
21. Work with and oversee staff to assist in assigned activities related to student enrollment procedures, pre-enrollments, student attendance categories, transcripts and/or program components including, but not limited to, compliance, critical timelines, student dropouts, and graduation rates for the purpose of ensuring compliance with legal and/or administrative requirements.
22. 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, 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 25 pounds to waist height.

WORK ENVIRONMENT:

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

3/9/2025 final sc